



**REGULAR MEETING AGENDA**

**Date:** 10/17/2017  
**Time:** 7:00 p.m.  
**City Council Chambers**  
**701 Laurel St., Menlo Park, CA 94025**

Councilmember Peter Ohtaki will be participating by phone from  
Courtyard by Marriott, Business Center, 1100 S. Price Road, Chandler, AZ 85286

**A. Call To Order**

**B. Roll Call**

**C. Pledge of Allegiance**

**D. Presentations and Proclamations**

- D1. Proclamation recognizing Disability Employment Awareness Month
- D2. Presentation by Santa Clara County on the Stanford University General Use Permit Draft Environmental Impact Report

**E. Public Comment**

Under “Public Comment,” the public may address the City Council on any subject not listed on the agenda. Each speaker may address the City Council once under Public Comment for a limit of three minutes. Please clearly state your name and address or political jurisdiction in which you live. The City Council cannot act on items not listed on the agenda and, therefore, the City Council cannot respond to non-agenda issues brought up under Public Comment other than to provide general information.

**F. Consent Calendar**

- F1. Authorize the City Manager to enter into a consultant agreement for the Parks and Recreation Facilities Master Plan project (Staff Report #17-253-CC)
- F2. Approve the Belle Haven Traffic Calming Study scope of work (Staff Report #17-251-CC)
- F3. Adopt a resolution designating the Public Works Director as the City’s Agent for the Chrysler Stormwater Pump Station grant funding application (Staff Report #17-250-CC)
- F4. Authorize the City Manager to enter into maintenance agreements required by conditions of approval of the Facebook projects (Staff Report #17-249-CC)

**G. Public Hearing**

- G1. Adopt a temporary 45-day interim urgency moratorium ordinance on the establishment of commercial cannabis land uses and outdoor personal cannabis cultivation

(Staff Report #17-247-CC)

## **H. Regular Business**

- H1. Approve next steps for library system improvements (Staff Report #17-243-CC)
- H2. Waive the reading and adopt ordinances rezoning and rezoning the property located at 2111-2121 Sand Hill Road (Staff Report #17-237-CC)
- H3. Consider submitting a proposal to the Bloomberg Philanthropies Mayors Challenge that would extend the recently adopted General Plan's sustainability requirements to the entire city (Staff Report #17-258-CC)
- H4. Consider approval of the terms of a successor agreement between the City of Menlo Park and the Menlo Park Police Sergeants' Association expiring June 30, 2019 (Staff Report #17-218-CC)
- H5. Amendment to employment agreement with Alex. D. McIntyre (Staff Report #17-255-CC)
- H6. Consider approval of salary ranges for new and existing job classifications and adopt a resolution amending the City Council adopted salary schedule (Staff Report #17-254-CC)

## **I. Informational Items**

- I1. Update on the Heritage Tree replacement planting at 1810 Bay Laurel Drive (Staff Report #17-252-CC)
- I2. Hello housing quarterly report (Staff Report #17-256-CC)
- I3. Update on the Bedwell Bayfront Park Master Plan Project (Report #17-257-CC)
- I4. Update on bus shelter installation in Belle Haven (Staff Report #17-248-CC)

## **J. City Manager's Report**

## **K. Councilmember Reports**

## **L. Adjournment**

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At every Regular Meeting of the City Council, in addition to the Public Comment period where the public shall have the right to address the City Council on any matters of public interest not listed on the agenda, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during the City Council's consideration of the item.

At every Special Meeting of the City Council, members of the public have the right to directly address the City Council on any item listed on the agenda at a time designated by the Chair, either before or during consideration of the item.

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## STAFF REPORT

### City Council

**Meeting Date:** 10/17/2017

**Staff Report Number:** 17-253-CC

### Consent Calendar:

**Authorize the City Manager to enter into a consultant agreement for the Parks and Recreation Facilities Master Plan project**

### Recommendation

Staff recommends that the City Council authorize the City Manager to enter into an agreement with Gates + Associates for the development of the Parks and Recreation Facilities Master Plan in the amount of \$167,955 for a total budget not to exceed \$220,000 including contingencies and staff management costs.

### Policy Issues

The Project is consistent with City policies and 2017 Menlo Park City Council Work Plan item No. 12 – to determine community facility needs in order to update the Parks and Recreation Facilities Master Plan (1999) and establish priorities for potential third phase of Measure T bonds in fiscal year 2018-19.

### Background

The City of Menlo Park provides recreation programs, social services and facilities enriching the lives of Menlo Park and other area residents. The City operates programs in 10 different facilities totaling 130,000 square feet, featuring a state-of-the-art gymnastics center, an award winning gymnasium, two recreation centers, two child care centers, two after-school programs, two community pools and a senior center. Additionally, this City hosts community special events, a summer concert series and programs at the local performing arts center. The City is also home to 14 parks, 2 open spaces, 14 playgrounds, 2 dog parks, 9 sports fields, 14 tennis courts and 14 picnic areas totaling over 250 acres.

In 1998, the City undertook an extensive public process to evaluate community needs by assessing the conditions of the City's parks and recreation facilities. In November 1999, a Parks and Recreation Facilities Master Plan was completed, recommending \$62 million in needed improvements. Priority projects were established based on input from a community opinion survey in March 2001 and additional review and recommendations from the Parks and Recreation Commission. In November 2001, Menlo Park voters approved to issue general obligation bonds, Measure T, phased in over several years totaling \$38 million for the renovation and expansion of City parks and recreation facilities.

As a result of the Parks and Recreation Facilities Master Plan and the community's support through Measure T, there have been numerous parks and recreation facility improvements.

Completed Measure T Projects	
Menlo Children’s Center	\$1,279,000
Burgess Park	3,327,000
Oak Knoll School	195,000
Nealon Park	1,427,000
Encinal School	28,000
Tinker Park	59,000
La Entrada School	273,000
Fremont Park	80,000
Stanford Hills Park	231,000
Burgess Pool and Pool House	6,559,000
Sharon Park	107,000
Sharon Hills Park	58,000
Arrillaga Family Recreation Center	1,464,000
Arrillaga Family Gymnasium	6,950,000
Arrillaga Family Gymnastics Center	3,032,000
Other Park and Facility Improvements	185,000
<b>Total Estimate</b>	<b>\$25,254,000</b>

Over the past 18 years master plan recommendations have been implemented to improve the City’s parks and recreation facilities. While much has been accomplished, a number of the City’s parks and facilities require updating in order to meet the changing needs of a growing community. In order to make the best use of current resources, staff recommends updating the master plan to prioritize and guide capital projects and facility improvements for the next 20-25 years consistent with the current General Plan update through the year 2040. Also, two facility master plan efforts are scheduled for completion in November 2017 which include the Belle Haven Pool and Bedwell Bayfront Park Master Plans. These projects will be incorporated into the overall Parks and Recreation Facilities Master Plan and prioritized along with other identified facility needs through a community engagement process.

**Analysis**

City staff issued the Parks and Recreation Facilities Master Plan Update Request for Qualifications (RFQ) on April 7, 2017. The goal was to recruit a design team with demonstrated experience, knowledge and expertise in urban planning and/or landscape architecture design with extensive experience in performing park and recreation facility master plans for municipalities similar in size to Menlo Park.

The scope of work presented in the RFQ included: developing a master plan to provide a long-term vision

and development guide for the City's parks and facilities; strategies to protect City resources; amenities to enhance user experiences and manage visitor use; future park and facility enhancements; and a financing plan for maintenance and capital costs. The master plan time frame would be 25 years.

Parks and Recreation Facilities Master Plan proposed scope of work:

- Review the City of Menlo Park's Parks and Recreation Facilities Master Plan (1999);
- Review the City of Menlo Park's General Plan for consistency with current vision, goals, policies and implementation strategies. An update of the current General Plan M2 Area (ConnectMenlo) which is adjacent to the Belle Haven neighborhood was completed in 2016;
- Develop a comprehensive plan for public outreach and involvement following the City's Community Engagement Model including a communication strategy in both English and Spanish as well as:
  - Community input from those not currently using recreation programs, open spaces, buildings and other recreation facilities as well as from current users and stakeholders;
  - Innovative and cost effective methods to generate and maximize public participation in development of the Parks and Recreation Facilities Master Plan including input from the Parks and Recreation Commission, Environmental Quality Commission, City Council, other public officials and agencies, parks and recreation user groups and non-users;
- Identification and prioritization of improvements needed to existing recreation programs, parks, open space, buildings and other recreational facilities particularly those that either were not addressed under the current master plan or have outlived their useful life;
- Identification and prioritization of additional recreation programs, parks, open space, buildings and other recreational facilities and amenities that may be needed in Menlo Park;
- Analysis of existing health and wellness initiatives and recommendations for inclusion in applicable policies, facilities and programs. Identification of fiscal sustainability strategies for same, as well as identification of:
  - Barriers to healthy lifestyles related to current programs;
  - Unmet needs in community wellness programs related to the City's scope of responsibility;
  - Resources needed for implementation of wellness programs;
- Review and interpretation of demographic, cultural, socio-economic and other trends relevant to the Menlo Park community using available statistical data. Provide additional analysis of emerging parks and recreation trends that will have an influence on the plan to be developed;
- Comparison of the resources of the City with four to six similar municipal parks and recreation departments in San Mateo and Santa Clara counties in regard to parks, open space, buildings and other recreation facilities; programs and services, usage and staffing levels. Additionally, compare the department with similar departments listed in the National Recreation and Park Association's Park Metrics;
- Development of a prioritized plan of action incorporating probable costs, including staffing and maintenance needs, and potential funding sources and mechanisms.

A panel of staff members reviewed the four applications that were received and invited the three most qualified consultants to interview for the project. Interviews were conducted by staff and one member of the Parks and Recreation Commission on July 17-18, 2017. Gates + Associates was selected as the most qualified consultant based upon their expertise in similar projects and their understanding and approach to the project scope.

The Parks and Recreation Facilities Master Plan is expected to be completed by September 2018. The

planning process will allow review of plan alternatives by the Parks and Recreation Commission and the City Council, as well as any constraints, recommended improvements and funding strategies resulting in a master plan that is implementable for the future.

### Impact on City Resources

The total estimated cost for the Parks and Recreation Facilities Master Plan, inclusive of a 10% contingency and administrative costs, is \$218,341. In Fiscal Year 2017-18, \$125,000 was approved as part of the Capital Improvement Budget. An additional \$125,000 is carried over from the previous year's CIP budget for a total project budget of \$250,000.

Parks and Recreation Facilities Master Plan Project Budget	
Scope of Work	\$167,955
Contingency (10%)	\$16,795
Administration Costs (20%)	\$33,591
<b>Total</b>	<b>\$218,341</b>

If the Council desires to issue a third phase of Measure T general obligation bonds among other funding sources, staff estimate that there would be approximately \$13-14 million remaining for additional parks and recreation facility improvements.

### Environmental Review

The project is categorically exempt under Class 6 of the current State of California Environmental Quality Act Guidelines, which allows for information collection, research and resource evaluation activities as part of a study leading to an action which a public agency has not yet approved, adopted, or funded. The results of the project will identify environmental reviews and studies required to advance the project.

### Public Notice

Public Notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

### Attachments

- A. Parks and Recreation Facilities Master Plan Consultant Scope of Work and Fee Schedule

Report prepared by:  
Derek Schweigart  
Assistant Community Services Director

Azalea Mitch  
City Engineer

**PARKS & RECREATION FACILITIES MASTER PLAN**  
**Menlo Park, CA**  
**October 11, 2017**

Gates + Associates (“Gates”) and BluePoint Planning (“BPP”) have a high regard for the emphasis that Menlo Park places on community values and creating a high quality environment. Our team brings the comprehensive set of skills, experience and knowledge to the Parks and Recreation planning process, bringing a solid history of working with city staffs, interest groups and the public to develop Parks and Recreation Facilities Master Plans that reflect the character and values of the community. Our areas of expertise are complementary and well rounded, and will enable us to create a visionary, implementable, community endorsed and well-documented Park and Recreation Facilities Master Plan.

A critical first task of this process will be to understand the existing parks, open spaces and facilities in Menlo Park. We will build on the information already compiled by the City regarding the 15 existing parks and open spaces, 5 joint use facilities at school sites and 11 community facilities, supplementing this information with our own field investigations and visual documentation. We will create a thorough inventory and evaluation of existing amenities, facilities, uses and staffing, as well as physical conditions, ADA and safety compliance, and neighborhood access. This analysis will look at service areas and amenity distribution to determine current levels of unmet needs, and the capacity to meet future needs within the existing system.

A demographic analysis will inform our projections regarding needs and demand over the Plan horizon. An analysis of current recreational trends and emerging patterns, as well as comparisons with facilities and services provided by peer communities will assist in establishing standards and goals.

We will actively work with city staff and stakeholders to identify preliminary goals, priorities and concerns. An essential part of the Master Planning process is to develop an outreach program which will ensure that all current and potential park user groups are encouraged to engage in the process. We will design a participatory and inclusive process to allow all segments of the community the opportunity to provide meaningful input. We will develop interactive graphics and workshop materials to convey ideas and issues, and facilitate community discussion regarding needs, preferences and priorities. Balancing competing needs in an era of limited resources requires sensitivity, innovation, and the willingness to listen to the community, as well as the ability to convey the opportunities and parameters of the study. Our team has an excellent track record in building consensus and forging coherent visions from groups with divergent interests.

We will synthesize the information gathered and analyzed in the above tasks – existing conditions, preliminary issues and goals, demographic projections, community needs and desires, recreational trends and comparable standards – into a vision for the overall system of parks and recreation. With a clear vision, we can realistically assess the gaps in the existing system, the projected deficiencies, and the opportunities for new, expanded or upgraded facilities. We will thoroughly review the City’s current park standards, and will propose updates and revisions as appropriate. In updating the City’s standards and creating specific recommendations, we will consider design, usability, accessibility, relationship of park elements and distribution of facilities. Our standards and recommendations will support innovative and inclusive design elements and include sustainable concepts to ensure efficiently maintainable parks and facilities.

Our 40 years of experience in designing and building parks, allows us to accurately project the costs for construction, renovation, operations and maintenance of parks and recreation facilities. Guided by the community vision, and grounded in accurate cost and constructability realities, we will develop strategic priorities for both long term and short term improvements. Working with City Staff, and through workshops, study sessions and public hearings, we will refine the priorities and develop comprehensive Master Plan for implementation over the next 5 to 25 years. The Parks and Recreation Facilities Master Plan will integrate all of the information into a comprehensive document. The narrative text will be richly supported with clear maps, diagrams, plans, photos and other graphics. It will also identify potential sources of funding for construction, maintenance and operations. The result will be a Park and Recreation Facilities Plan that is distinctly Menlo Park - a tailored reflection of the community needs and values.

**PARKS & RECREATION FACILITIES MASTER PLAN**  
 Menlo Park, CA  
 October 11, 2017

**TASK I – PROJECT INITIATION**

*Finalize a detailed work scope and schedule, review goals, objectives and approaches, and identify and review all information to be provided by City Staff to establish a baseline.*

**Subtask I.1 – Work Plan**

Work with City Staff to review project’s goals and objectives and to finalize a detailed work scope and schedule. Once established, the refined work program will serve as the organizing framework for the project. It will specify meetings, work tasks, schedule checkpoints and other aspects of project management.

**Subtask I.2 – Kick-Off Meeting**

Meet with City Staff to discuss in-depth the parks, facilities, work in progress, service model, programs and partnerships currently provided to the community. Identify relevant stakeholders and targeted community segments for input into the process, and confirm engagement process. Review approaches to be used to:

- Analyze current park area, square feet of facility space, and user demographics for both City and non-City owned spaces and facilities.
- Provide qualitative measures to evaluate conformance with General Plan policies as well as best practices to identify areas of need and opportunities.
- Use planning level mapping to analyze current service areas and areas of influence for existing parks, and facilities.
- Use this information to develop master plan that responds to the unique needs and opportunities in Menlo Park while planning park, open space, facility and service recommendations for the City that are fiscally responsible and provide for a sustainable future, both physically and operationally.
- Identify additional opportunities to achieve near-, medium- and long-term park, facility and operational goals
- Review funding and financing mechanisms.
- Consider the level of environmental documentation to be required under the California Environmental Quality Act (CEQA).

**Subtask I.3 – Existing Document Review**

Assemble and review current data and planning context, including, but not limited to key documents, materials, plans and reports such as:

- City of Menlo Park General Plan and Updates
- Parks and Recreation Facilities Master Plan 1999
- Park and Recreation Commission Goals and Work Plan

- ConnectMenlo materials
- Bedwell Bayfront Park Plan
- Belle Haven Pool Plan
- Library Space Needs Study
- Economic Development Plan
- Playground Audit
- Capital Improvement Plan (CIP)
- Flood Park Master Plan
- Community Services Department (CSD) Mission / Vision and Strategic Plan
- Downtown Specific Plan
- Facebook Expansion Plans
- Infrastructure Management Study – January 29, 2007
- Cost Allocation Plan (forthcoming)

**Subtask 1.4 – Project Communication**

Hold regularly scheduled project check in calls with City staff. Provide meeting/call summaries with actionable items after each call. Maintain project schedule. Distribute project materials to applicable parties.

**PRODUCTS:**

Work Plan

Schedule

Meeting/call summaries with actionable items

**MEETINGS:**

City Staff Kick-off	1
Check-in/coordination calls	30

**TASK 2: TRENDS AND DEMOGRAPHICS**

*Examine trends in relation to the demographic composition and characteristics of the City of Menlo Park community. Identify and examine key demographic and societal trends that likely shape and impact park and recreation services.*

**Subtask 2.1- Demographic Analysis**

Prepare a demographic profile of the City of Menlo Park community, using data provided by the City. This will include 2010 Census, 2018 estimated, and 2040 projected demographic data. This analysis will identify the status and changes in age groups, family households, income, educational attainment, and other information that can be used to estimate recreation demand and likely participation.

**Subtask 2.2 – Trends Analysis**

There are a number of trends significantly impacting park and recreation facilities and programs. The response to these trends is transforming the next generation of park and recreation facilities. The trends impacting parks and recreation include environmental stewardship, social and economic concerns, new technology, children’s health and childhood obesity, the “age wave”, demand for health, fitness and wellness-centered activities, wellness and social integration of older adults, aging in place, technology, universal play and



access, and creation of community connections in urban and suburban planning, to new a few. The consultant team will identify the impact of these trends on the community and integrate strategies to address these trends in the Master Plan.

**PRODUCTS:**

A summary of the demographics and the trends that will likely have implications for the City’s recreational programs, services, and facilities.

**TASK 3 – INVENTORY AND COMPARISON OF PARKS AND RECREATION RESOURCES**

*The object of this task is to inventory the City’s existing resources, assess function and compare existing standards to those of peer communities.*

**Subtask 3.1 – Existing Park / Facility Inventory – Baseline Analysis**

Review City-provided documentation on parks and recreation facilities, both current and proposed, including site and floor plans. Create detailed inventory of facilities and amenities provided at each park/ facility, based on information provided. Follow up with field/site visits as needed:

- 13 Neighborhood and Community Parks and 2 Open Spaces
- 1 County Park
- 5 Joint Use School Facilities

Recreation facilities including:

- 3 Community Centers
- 2 Public Pools
- 3 Child Care Centers
- 1 Gymnasium
- 1 Gymnastics Center
- Menlo Atherton Performing Arts Center

For each site, indicate

- Location
- Size
- Facilities – Inventory of all park and recreational facilities (playgrounds, play field, ball courts, pools, gyms, trails restroom, structures, parking capacity)
- Recreation programs - Scheduled programs throughout the year (services provided by City)
- General condition of park or facility
- Usability of the park or facility for intended uses - whether the park is fulfilling community needs, or whether improvements would better fulfill those needs

**Subtask 3.2 - Current Programs and Services – Baseline Analysis**

Inventory and analyze the current program and service offerings and the associated fees and policies for the City of Menlo Park Community Services Department.



**Subtask 3.3 – Benchmarking**

Benchmarking is a tool to assist in establishing standards and goals by comparing the current provision of facilities and services to those offered by peer communities. The analysis will include an inventory of the current facilities and benchmarking using peer institutions. We will provide a comparative analysis of the park and recreational facilities of up to six (6) peer jurisdictions in San Mateo and Santa Clara Counties as identified by the City. Based on the availability of information from the Peer Cities, the team will strive to gather and analyze the following information: (1) number and types of park, trails, and open space opportunities, (2) inventory, size, type, and features of facilities, (3) comparison of program offerings and services, (4) user fees, rental rates, and other revenue streams (and (5) general information which would add to the comparative analysis. In addition, we will compare the Community Services Department with similar departments as listed in the National Recreation and Park Association’s NRPA Park Metrics database. The assessment will provide information to be compared to nationally accepted standards (NRPA) regarding recreation resources and facilities.

**PRODUCTS:**

Summary of Findings to include existing conditions, inventories and comparison analysis.

**TASK 4: PUBLIC INVOLVEMENT**

*Develop and conduct a cost effective program of community outreach, engagement and input. Effective outreach and engagement of the community and stakeholders is essential to the successful outcome of this master plan. The foundation of a successful needs assessment study is accomplished through interactive and meaningful community participation. Menlo Park’s Community Engagement Model will provide a basis for the public involvement approach.*

**Subtask 4.1 – Community Engagement Plan**

An outreach plan will be developed to gather input from residents and other key stakeholders and engage them in the process and outcomes of the report findings. In consultation with staff, a list of key individuals and/or stakeholders to include in the process will be established. The outreach effort will be branded, with logo and tag line. Materials will be prepared in English and Spanish, as needed. Simultaneous translation, when needed, will be provided by the City. Linkages to community events, such as Concerts in the Park, Egg Hunt, Kite Day, etc. will be identified.

**Subtask 4.2 – Outreach and Process Oversight Committee**

The City will form an Outreach and Process Oversight Committee comprised of representatives of key stakeholders who will meet with staff and consultants to provide input and guidance to the process as well as to share information about the process with their constituencies. Committee members may include representatives from groups such as Parks and Recreation Commission, Menlo Park School Districts, Neighborhood Associations, Sports Groups, or others.

The meetings will provide input to ensure that the planning process is inclusive, and that the community can weigh in effectively regarding parks, recreation facilities and open space. They will provide input on aspects of the plan and process such as crafting the mission statement and goals, identifying targeted outreach groups, development of prioritization criteria.

**Subtask 4.3 - Stakeholder Interviews / Focus Groups**

Conduct interviews and focus group meetings to evaluate how the parks, facilities and programs are serving the community. Interviews and groups will focus on overall perceptions as well as specific topics so that relevant stakeholders may contribute input regarding their areas of interest. These meetings will contribute to identifying:

- what is working well with Menlo Park’s parks and facilities
- stakeholder impressions of existing parks, facilities and programs
- what additions/changes are desired
- perceived unmet recreation needs
- related projects and opportunities which might impact master plan
- ideas for the future of park and facilities development

**Subtask 4.4 - Community Workshops**

These interactive meetings can focus on both Citywide issues and targeted sites. The consultant team will work with the City to identify appropriate settings, room layout, date, time and announcement methods to maximize community participation. Work with Staff to strategize methodology to maximize workshop attendance, and to define responsibilities for dissemination of the information. This might include:

- Web presence (consultants to provide content, City to post on project page)
- Social media
- Banner and media outreach
- Linkage with other events or meetings
- Newsletter local schools / recreational groups
- Convenient scheduling and location of meeting (possible day care)
- Translation services (materials translated by consultants, meeting translation arranged by City)
- Multiple community mailings (consultants to provide content, City to conduct mailing)
- Interagency meetings and collaboration
- Intercept events, pop-up meetings and focus groups
- Information booths at community events
- Online survey tools

The consultant team will facilitate workshops to encourage involvement in the planning process.

Community Workshop #1

- The inventory, analysis, and needs assessment information prepared during the first two project phases will be presented to the community in a public workshop (presentation materials (PowerPoint, graphics, maps, etc.) and public facilitation). The workshop will be an open house format designed to promote quality interaction through large and small group discussions, prioritization exercises, and comment sheets. At all workshops, comment cards will be provided for use by persons who are not comfortable with public speaking, to capture additional comments as they arise, and for additional outreach throughout the course of the project. Spanish translation of materials will be provided.

Community Workshop #2

- The second public workshop we will receive feedback and comment on assessment of community preferences, draft master planning recommendations and initial priorities. In this interactive workshop, elements of the action plan will be presented for review and feedback. The consultant team will record the comments received and incorporate them into the plan.

Community Workshop #3

- The third public workshop we will receive feedback and comment on the refined master planning recommendations, prioritization criteria, and develop preliminary consensus on priorities for implementation.

PRODUCTS:

Plan and schedule for public engagement  
 Outreach and Oversight Committee Meeting Agendas and Summary Reports  
 Summaries of Stakeholder Interviews/Focus Groups  
 Community Workshop Materials and Summary Reports

MEETINGS:

Outreach and Oversight Committee	3
Stakeholder Interviews/individual or group	8
Community Workshops	3

**TASK 5: GOALS, POLICIES AND STANDARDS**

*Develop goals, policies and standards to support the Parks and Recreation Facilities Master Plan Update. Incorporate the Department's vision, mission, goals and objectives and other applicable documents. Review for consistency with the City's General Plan.*

**Subtask 5.1 – Draft Goals, Policies and Standards**

Based on the information generated in the previous tasks, draft goals, policies, and standards that support the community vision. Ensure consistency with the General Plan.

Goals will address:

- A high quality and diversified system that meets current and future needs

Policies and standards will address:

- Service areas and level of service
- Access to parks and facilities

PRODUCTS:

Draft Goals, Policies and Standards

MEETINGS:

City Staff 1

**TASK 6 - DRAFT MASTER PLAN RECOMMENDATIONS**

*Develop prioritized recommendations for parks, open space, buildings and other recreation facilities and program improvements and additions.*

**Subtask 6.1 - Prioritization Criteria**

Based on information received in prior tasks, and with community input, create a set of criteria for developing and updating prioritization of future projects. Criteria may include:

- Public health and safety
- Inclusivity and access
- Community values and support
- Service gaps and unmet demand
- Health and wellness
- Collaborative opportunities and funding availability
- Sustainability and conservation
- Protection of existing infrastructure / maintenance efficiencies
- Neighborhood enhancement or economic benefit

**Subtask 6.2 - Recommendations for Improvements to Existing Parks and Facilities**

Based on information received in prior tasks and on prioritization criteria, develop a prioritized list of improvements to recreation programs, existing parks, open space, buildings and other recreational facilities.

**Subtask 6.3 - Recommendations for New Programs and Facilities**

Based on information received in prior tasks and on prioritization criteria, identify and develop a set of prioritized recommendations for additional recreation programs, parks, open space, buildings and other recreation facilities that may be needed in Menlo Park.

**Subtask 6.4 – Targeted Funding and Implementation Strategies**

Develop strategies including the development of a prioritization plan for parks and facilities and the strategies for implementation

Identify specific Economic Development opportunities available through the Department's efforts such as cultural events, sports tournaments, etc.

Establish a recreation projects list to address identified needs and/or enhancements including (1) Improvements and short-term projects and (2) order-of-magnitude cost estimates will be prepared for the listed improvements and/or new development. These will be based on a per-square foot, per-mile, and per-each basis.

**PRODUCTS:**

Draft Master Plan including criteria and recommendations

**MEETINGS:**

City Staff 1

**TASK 7: DRAFT MASTER PLAN ACTION PLAN**

*Develop a prioritized plan of action for the next 5 – 25 years which will include issues; strategies; probable costs, including staffing and maintenance needs; and an analysis of potential funding sources and mechanisms for the recreation programs, parks, trails, open space, buildings and other recreation facilities.*

**Subtask 7.1 – Cost and Revenue Analysis**

The City must be able to afford to own the facilities it can afford to build. The economic analysis and cost recovery analysis, including the City’s forthcoming cost allocation plan will help to inform the decisions about renovations and developments at City facilities.

- Develop reliable figures on which very important decisions will be made. This will include: (1) developing detailed costs for the annual operation and maintenance, (2) developing preliminary fees and charges, (3) analyzing the revenue potential for the various options, and (4) identifying the cost recovery potential.
- We will provide preliminary cost estimates for operations, maintenance, and capital improvements
- Rough order-of-magnitude cost estimates will be prepared for the listed improvements. These will be based on a per-acre, per-square foot, per-mile, and per-each basis.
- Revenue estimates for facilities will consider existing or any changes to fee structure.

**Subtask 7.2 - Funding Strategies and Opportunities**

Identify a comprehensive array of funding mechanisms available in California for municipal parks and recreation acquisition, improvements, and on-going operations and maintenance costs. Funding strategies will also describe potential partnership opportunities for further exploration. This task includes identification and evaluation of:

- An array of financing mechanisms available in California to finance recreation improvements
- Funding from gifts, grants, charitable foundations, advertising, sponsorship and other creative sources
- Criteria for viable partnerships
- Opportunities for leveraging of resources

- Funding implications based upon the assessment of the public’s willingness to fund programs and/or facilities

**Subtask 7.3 - Fee and Rate Structure Recommendations**

Market acceptance of changes to the fees and rate structure is important to sustaining a satisfied and supportive customer base. To attract new users, retain and grow the existing customer base, and provide desired community services, the fees must be competitive and attractive to the target market. The Fee and Rate Structure analysis builds upon the research developed through the market and demographic research. Study tasks include:

- Analysis of the current fee structure
- Assessment of cost recovery objectives and policies in forthcoming Cost Allocation Plan
- Funding implications based upon the assessment of the public’s willingness to fund programs and/or facilities
- Address economic barriers to access and participation

**Subtask 7.4 –Master Plan Project Prioritization Draft**

This section will include the identification of short, medium and long –term capital projects, including both standard renovations and installation of new facilities.

- Areas where certain outdated or underutilized facilities should be redeveloped
- New specialized facilities (e.g., dog parks, pickleball courts) that should be considered
- New large scale facilities (e.g. pool, play fields, park etc.) that should be considered
- Playgrounds or facilities that are not in conformance with ADA standards or do not provide inclusive access
- A timeline and budget to accomplish the goals of the Parks and Recreation Master Plan

**Subtask 7.5 –Draft Master Plan Study Session with Parks and Recreation Commission**

Hold a Study Session/Public Hearing of the Draft Master Plan with the Parks and Recreation Commission. This will provide the Commission and the public to review and comment on the work completed in this and the previous tasks.

**PRODUCTS:**

Draft Master Plan Action Plan  
 Presentation Materials for PRC Study Session

**MEETINGS:**

City Staff review of draft and final reports           1  
 Park and Recreation Commission Study Session       1

**TASK 8 - FINAL PLAN**

*Prepare Final Master Plan for adoption.*

**Subtask 8.1 - Master Plan Report**

Revise the Draft Master Plan Report to reflect the input received. Master Plan Report to include:

- Introduction
- Demographics and Trends
- Inventory and Comparative Analysis
- Public Involvement
- Goals, Policies and Standards
- Recommendations
- Action Plan

**Subtask 8.2 – Parks and Recreation Commission Hearing**

Provide presentation materials and attend meeting of the Parks and Recreation Commission for their recommendation for plan approval.

**Subtask 8.3– City Council Adoption Hearing**

Provide presentation materials and attend meeting of the Menlo Park City Council for plan approval.

**PRODUCTS:**

Parks and Recreation Facilities Master Plan (digital file)  
Presentation Materials for Public Hearings

**MEETINGS:**

Parks and Recreation Commission Approval	1
City Council - Adoption of Plan	1

DRAFT TASK & HOURLY SCHEDULE  
Parks and Recreation Facilities Master Plan Update  
October 11, 2017

		Gates + Associates				BluePoint Planning		
		Gail Donaldson, Project Manager	Kelley Lotosky, Outreach	Chuck Gardella, Principal	Gates Associate	Mindy Craig, Principal	BPP Associate	Subtotal
Hourly Rate		\$150	\$125	\$150	\$100	\$165	\$80	
<b>TASK 1 - PROJECT INITIATION &amp; MANAGEMENT</b>								
Subtask 1.1	Work Plan	6				4		
Subtask 1.2	Kick-Off Meeting	6	4			4		
Subtask 1.3	Existing Document Review	12	8			8		
Subtask 1.4	Project Communication	75	15			20		
Subtotal Hours		99	27	0	0	36	0	
Subtotal Fee		\$ 14,850	\$ 3,375	\$ -	\$ -	\$ 5,940	\$ -	\$ 24,165
<b>TASK 2 - TRENDS &amp; DEMOGRAPHICS</b>								
Subtask 2.1	Demographic Analysis					10		
Subtask 2.2	Trends Analysis	4				10		
Subtotal Hours		4	0	0	0	20	0	
Subtotal Fee		\$ 600	\$ -	\$ -	\$ -	\$ 3,300	\$ -	\$ 3,900
<b>TASK 3 - INVENTORY &amp; COMPARISON OF PARKS &amp; RECREATION RESOURCES</b>								
Subtask 3.1	Existing Park/Facility Inventory - Baseline Analysis	20		20	20	24	16	
Subtask 3.2	Current Programs & Services - Baseline Analysis					20	6	
Subtask 3.3	Benchmarking					24	6	
Subtotal Hours		20	0	20	20	68	28	
Subtotal Fee		\$ 3,000.00	\$ -	\$ 3,000.00	\$ 2,000.00	\$ 11,220.00	\$ 2,240.00	\$ 21,460.00
<b>TASK 4 - PUBLIC INVOLVEMENT</b>								
Subtask 4.1	Community Engagement Plan	2	12	16	16	4	4	
Subtask 4.2	Outreach and Process Oversight Committee (3)	21	24		24	12	4	
Subtask 4.3	Stakeholder Interviews/Focus Groups (8)	4				16	4	
Subtask 4.4	Community Workshops (3)	24	48		24	24	24	
Subtotal Hours		51	84	16	64	56	36	
Subtotal Fee		\$ 7,650.00	\$ 10,500.00	\$ 2,400.00	\$ 6,400.00	\$ 9,240.00	\$ 2,880.00	\$ 39,070.00
<b>TASK 5 - GOALS, POLICIES AND STANDARDS</b>								
Subtask 5.1	Draft Goals, Policies and Standards	24		2	16	16	4	
Subtotal Hours		24	0	2	16	16	4	
Subtotal Fee		\$ 3,600.00	\$ -	\$ 300.00	\$ 1,600.00	\$ 2,640.00	\$ 320.00	\$ 8,460.00



		Gates + Associates				BluePoint Planning		
		Gail Donaldson, Project Manager	Kelley Lotosky, Outreach	Chuck Gardella, Principal	Gates Associate	Mindy Craig, Principal	BPP Associate	Subtotal
Hourly Rate		\$150	\$125	\$150	\$100	\$165	\$80	
<b>TASK 6 - DRAFT MASTER PLAN RECOMMENDATIONS</b>								
Subtask 6.1	Prioritization Criteria	8			4	4	2	
Subtask 6.2	Improvements to Existing Parks and Facilities	20		16	12	20	5	
Subtask 6.3	New Programs and Facilities	8				12	4	
Subtask 6.4	Targeted Funding and Implementation Strategies	8				8		
Subtotal Hours		44	0	16	16	44	11	
Subtotal Fee		\$ 6,600.00	\$ -	\$ 2,400.00	\$ 1,600.00	\$ 7,260.00	\$ 880.00	\$ 18,740.00
<b>TASK 7 - DRAFT MASTER PLAN ACTION PLAN</b>								
Subtask 7.1	Cost and Revenue Analysis	8				16	4	
Subtask 7.2	Funding Strategies and Opportunities	8				16	4	
Subtask 7.3	Fee and Rate Structure Recommendations	4				12	4	
Subtask 7.4	Master Plan Project Prioritization Draft	40		4	24	16	4	
Subtask 7.5	PRC Study Session	12			8	8		
Subtotal Hours		72	0	4	32	68	16	
Subtotal Fee		\$ 10,800.00	\$ -	\$ 600.00	\$ 3,200.00	\$ 11,220.00	\$ 1,280.00	\$ 27,100.00
<b>TASK 8 - FINAL PLAN</b>								
Subtask 8.1	Master Plan Report	40		4	24	16	16	
Subtask 8.2	PRC Commission	8			4	4		
Subtask 8.3	City Council Adoption	8			2	4	4	
Subtotal Hours		56	0	4	30	24	20	
Subtotal Fee		\$ 8,400.00	\$ -	\$ 600.00	\$ 3,000.00	\$ 3,960.00	\$ 1,600.00	\$ 17,560.00
<b>TOTAL</b>								\$ 160,455.00
Reimbursable Allowance								\$ 7,500.00

Optional Additional Services		Gates + Associates				BluePoint Planning		Subtotal
		Gail Donaldson, Project Manager	Kelley Lotosky, Outreach	Chuck Gardella, Principal	Gates Associate	Mindy Craig, Principal	BPP Associate	
	Community Workshops (each)							
Hours	<i>Incl. materials development, graphics, prep, attendance, summary</i>	8	16		8	8	8	
Fee		\$ 1,200.00	\$ 2,000.00	\$ -	\$ 800.00	\$ 1,320.00	\$ 640.00	\$ 5,960.00
	Oversight Committee (each)							
Hours	<i>Incl. materials development, graphics, prep, attendance, summary</i>	7	8		8	4		
Fee		\$ 1,050.00	\$ 1,000.00	\$ -	\$ 800.00	\$ 660.00	\$ -	\$ 3,510.00
	Additional Stakeholder/Focus Groups (each)							
Hours	<i>Includes participation, summary</i>	0.5				2	0.25	
Fee		\$ 75.00	\$ -	\$ -	\$ -	\$ 330.00	\$ 20.00	\$ 425.00
	Additional PRC / Council Meetings							
Hours	<i>Includes presentation materials, attendance</i>	8				4		
Fee		\$ 1,200.00	\$ -	\$ -	\$ -	\$ 660.00	\$ -	\$ 1,860.00



**STAFF REPORT**

**City Council**

**Meeting Date:** 10/17/2017

**Staff Report Number:** 17-251-CC

**Consent Calendar:** Approve the Belle Haven Traffic Calming Study  
Scope of Work

**Recommendation**

Staff recommends the City Council approve the Belle Haven Traffic Calming Study (Project) scope of work.

**Policy Issues**

This Project and its implementation fulfill “Mitigation Measure TRA-3.1” of the Mitigation Monitoring and Reporting Program (MMRP) established in the Facebook Campus Expansion Project Final Environmental Impact Report (FEIR) approved in 2016. As it is a requirement of the MMRP, this effort is not identified in the 2017 Council Work Plan; it is considered part of staff’s baseline work.

**Background**

On November 1, and November 15, 2016, the City Council completed actions to approve the Facebook Campus Expansion Project FEIR. The FEIR concluded that the proposed development would generate several significant and adverse environmental impacts and established a set of feasible mitigation measures to reduce the severity and magnitude of these impacts. The establishment of the MMRP assists the City in implementing and monitoring these mitigation measures. Hibiscus Properties, LLC on behalf of Facebook, identified as the Project Sponsor in the MMRP, is financially responsible for the design and/or implementation of these measures. A copy of the MMRP is included in Attachment A.

Several mitigation measures were designed and included in the MMRP to address transportation impacts identified in the FEIR. The Project will study, recommend, and design traffic calming measures to reduce cut-through traffic in the Belle Haven neighborhood as a result of future added traffic on major streets such as Bayfront Expressway, Marsh Road, and Willow Road and the potential for additional cut-through traffic on local residential streets due to congestion on the major streets. The Belle Haven neighborhood is defined as the area bounded by Willow Road to the east, the Dumbarton Rail Corridor to the north, and US 101 to the south.

Traffic calming measures generally consist of educational, enforcement, and physical measures to influence driver behavior. The development and implementation of these measures is proposed to be consistent with the policies and guidelines outlined in the City’s Neighborhood Traffic Management Program (NTMP) approved in 2004. The NTMP is designed to provide consistent, citywide policies to neighborhood traffic management to ensure equitable and effective solutions. A copy of the City’s NTMP is provided in Attachment B.

## **Analysis**

Since the approval of the FEIR, staff conducted a community meeting on May 25, 2017 in the Belle Haven neighborhood and incorporated feedback received at that meeting into the attached Project scope of work (Attachment C). The feedback received emphasized the need to expedite the project and mechanisms to address the ongoing traffic concerns as soon as possible instead of seeking more input on existing problems. Community members also raised concerns about the City hosting future meetings on the project without bringing forward proposed solutions for consideration. Based on that feedback, staff modified the scope of work to expedite the timeline for proposed solutions, using prior input received throughout the Belle Haven Visioning, and ConnectMenlo engagement processes and thus reducing redundant meeting requests. Staff also requested flexibility in the scope of work to include additional intersection and roadway segment counts as needed.

The key tasks proposed in the scope of work include:

1. Project Initiation
2. Data Collection
3. Draft Study Documentation
4. Community Engagement
  - Discuss data collection summary and trial traffic calming recommendations
  - Circulate voting surveys to demonstrate a mandatory majority support of traffic calming trial implementation
5. Traffic Calming Trial Implementation
6. Post-trial Community Survey and After Study
7. Community Engagement
  - Discuss trial effectiveness and final traffic calming recommendations
  - Circulate voting surveys to demonstrate a mandatory majority support of traffic calming permanent implementation
8. Final Study Documentation
9. Traffic Calming Permanent Implementation

### ***NTMP Process and Requirements***

As mentioned above, the development and implementation of the trial and permanent measures is proposed to be consistent with the City's NTMP policies and guidelines. The NTMP mandates a majority support from a pre-defined survey area before any trial or permanent implementations. The following outlines the process in more detail:

- Staff, with feedback from the neighborhood, will identify the survey area, which is generally contained within the study area
- A survey will be circulated to the surveyed households and businesses
- A second survey will be circulated to those that did not respond to the first survey
- Complete Streets Commission will review the measures and recommend either revisions or Council approval
- City Council will review the measures for revisions, denial, or approval of implementation

To successfully move the implementation process forward to the Complete Streets Commission and ultimately the City Council for approval, the following conditions must be met:

- At least 51 percent of support from the surveyed households and businesses must be demonstrated
- Only one survey from each household or business will count towards final results. As a result, wherever applicable, responses from household or business property owners will supersede renters' responses.
- Households or businesses that did not respond to either surveys will be considered as a vote against the implementation.

To avoid traffic diversion within the study area, all recommended measures will be surveyed, implemented, and removed, if applicable, in their entirety. No one or multiple elements can be separated as an independent sub-group for implementation purposes.

Finally, note that removal of previously approved measures will require the same process and conditions to be followed.

### ***Contractor Selection Process***

Contracting with a consultant in order to initiate work on a City project typically is time consuming. In order to expedite the timeline for this Project, staff has arranged with the Project Sponsor to contract directly with a consultant team after approval of the firm by City staff. Staff has reviewed the qualifications of the team proposed to execute the Project, Parisi Transportation Consulting (Parisi). Parisi has over 25 years of experience in traffic and transportation planning, complete streets planning and design, and Safe Routes to School planning. Parisi has worked with public municipalities, school districts, regional planning organizations, and private clients.

Parisi's Safe Routes to Schools expertise is of particular relevance for this project given the community's concerns about cut-through traffic impacts on the Belle Haven Elementary School. Therefore, staff supports the selection of this firm to conduct the evaluation.

Staff will retain control of the study analysis, any recommendations, and the community engagement process.

### **Impact on City Resources**

As outlined in the MMRP, the Project Sponsor will be financially responsible to fund the development and implementation of the Project.

### **Environmental Review**

The Council approval of the scope of work for the Project does not require California Environmental Quality Act (CEQA) review. Implementation of future traffic calming measures will comply with environmental review requirements under CEQA.

### **Public Notice**

Public Notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

**Attachments**

- A. Facebook Campus Expansion Project – Mitigation Monitoring and Reporting Program
- B. City’s Neighborhood Transportation Management Plan (NTMP)  
([menlopark.org/DocumentCenter/Home/View/300](http://menlopark.org/DocumentCenter/Home/View/300))
- C. Scope of Work

Report prepared by:  
Kevin Chen, Associate Transportation Engineer

Report reviewed by:  
Nicole H. Nagaya, Assistant Public Works Director



# Facebook Campus Expansion Project Mitigation Monitoring and Reporting Program

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## Introduction

The California Environmental Quality Act (CEQA) requires the adoption of feasible mitigation measures to reduce the severity and magnitude of significant environmental impacts associated with project development. The Environmental Impact Report (EIR) prepared and certified for the proposed Facebook Campus Expansion Project (Project) includes all feasible mitigation measures to reduce the potential environmental effects of the Project.

CEQA also requires reporting on and monitoring of mitigation measures adopted as part of the environmental review process (Public Resources Code Section 21081.6). This Mitigation Monitoring and Reporting Program (MMRP) is designed to aid the City of Menlo Park in its implementation and monitoring of measures adopted from the certified EIR.

The mitigation measures in this MMRP are assigned the same number they had in the EIR. The MMRP is presented in table format and describes the actions that must take place to implement each mitigation measure, the timing of those actions, the entities responsible for implementing and monitoring the actions, and verification of compliance. Additional information is provided in the certified EIR for the Project.

FACEBOOK CAMPUS EXPANSION PROJECT MITIGATION MONITORING AND REPORTING PROGRAM				
Mitigation Measures	Action	Timing	Implementing Party	Monitoring Party
<b>AESTHETICS</b>				
<b>IMPACT BEING ADDRESSED: New Sources of Light and Glare. The Project could create a new source of substantial light or glare that could adversely affect daytime or nighttime views in the area. (AES-3)</b>				
<p><i>AES-3.1: Design Lighting to Meet Minimum Safety and Security Standards.</i> Concurrent with the building permit submittal, the Project Sponsor shall incorporate lighting design specifications to meet minimum safety and security standards. The comprehensive site lighting plans shall be subject to review and approval by the City’s Community Development Department, Planning Division, prior to building permit issuance for the first building on the site.</p> <p>The following measures shall be included in all lighting plans.</p> <ul style="list-style-type: none"> <li>Luminaries shall be designed with cutoff-type fixtures or features that cast low-angle illumination to minimize incidental spillover of light onto adjacent private properties. Fixtures that shine light upward or horizontally shall not spill any light onto adjacent private properties.</li> <li>Luminaries shall provide accurate color rendering and natural light qualities. Low-pressure sodium and high-pressure sodium fixtures that are not color-corrected shall not be used, except as part of an approved sign or landscape plan.</li> <li>Luminary mountings shall be downcast and pole heights minimized to reduce the potential for backscatter into the nighttime sky and incidental spillover onto adjacent properties and undeveloped open space. Light poles shall be no higher than 20 feet. Luminary mountings shall be treated with non-glare finishes.</li> </ul>	Incorporate lighting design specification to meet minimum safety and security standards.	Submittal of lighting plan prior to building permit issuance for the first building on the site.	Project Sponsor	City of Menlo Park Community Development Department (CDD)
<p><i>AES-3.2: Treat Reflective Surfaces.</i> The Project Sponsor shall ensure the application of a low-emissivity coating on exterior glass surfaces of proposed structures. The low-emissivity coating shall reduce the reflection of visible light that strikes the exterior glass and prevent interior light from being emitted brightly through the glass.</p>	Apply low-emissivity coating on exterior glass surfaces of the proposed structures.	Concurrent with building permit application.	Project Sponsor	CDD



<b>FACEBOOK CAMPUS EXPANSION PROJECT MITIGATION MONITORING AND REPORTING PROGRAM</b>				
<b>Mitigation Measures</b>	<b>Action</b>	<b>Timing</b>	<b>Implementing Party</b>	<b>Monitoring Party</b>
<b>TRANSPORTATION</b>				
<b>IMPACT BEING ADDRESSED: Impacts on Peak-Hour Traffic at Study Intersections under Background Plus-Project Conditions. Increases in traffic associated with the Project would result in increased delays during peak hour, causing significant and unavoidable impacts on the operation of study intersections. (TRA-1)</b>				
<i>TRA-1.1 Provide Increased Traffic Capacity under Background-Plus Project Conditions.</i>	See below	See below	See below	See below
<i>a. Sand Hill Road &amp; I-280 Northbound On-Ramp (#2)</i> With implementation of Mitigation Measure TRA-1.2, the impact would be reduced to a less-than-significant level.	Implement Mitigation Measure TRA-1.2.	See below	See below	See below
<i>b. Willow Road &amp; Hamilton Avenue (#36)</i> Mitigation measures TRA-3.1 and TRA-3.2 to discourage cut-through traffic in the Belle Haven neighborhood and Mitigation Measure TRA-1.2 would reduce this impact, but not to a less-than-significant level. This impact would remain significant and unavoidable.	Implement Mitigation Measures TRA-1.2, TRA-3.1, and TRA-3.2.	See below	See below	See below
<i>c. Bayfront Expressway &amp; Willow Road (#37)</i> The Project Sponsor shall be required to design and construct a lengthened eastbound right-turn pocket on Bayfront Expressway to Willow Road and a dedicated receiving lane on Bayfront Expressway for northbound right-turn traffic from Willow Road. Because the improvements would be under Caltrans jurisdiction, the Project Sponsor would be required to coordinate with Caltrans for review and approval of the improvements. The potential mitigation options described above are not under the control of the City, and thus, the City cannot guarantee their implementation.  In addition, with implementation of Mitigation Measure TRA-1.2, this impact would be reduced but would remain significant and unavoidable.	Prepare conceptual plan and cost estimate.  Provide bond for improvements.  Submit complete plans to construct intersection improvements to City.	Within 90 days of the effective date of the Development Agreement (DA).  Within 180 days of the effective date of the DA.  Within 180 days of the effective date of the DA.	Project Sponsor  Project Sponsor  Project Sponsor	City of Menlo Park Public Works Department (PW)  PW  PW

FACEBOOK CAMPUS EXPANSION PROJECT MITIGATION MONITORING AND REPORTING PROGRAM				
Mitigation Measures	Action	Timing	Implementing Party	Monitoring Party
	Complete and submit application to Caltrans.	Within 30 days of City approval of plans.	Project Sponsor	PW, Caltrans
	Construct improvements.	Within 180 days of Caltrans approval	Project Sponsor	PW, Caltrans
<p><i>d. Bayfront Expressway &amp; University Avenue (#38)</i> The Project Sponsor shall be required to initiate design concepts through a Project Study Report (PSR), or other appropriate development document, for potential future grade separation at the intersection of Bayfront Expressway and University Avenue. Because the intersection would be under Caltrans jurisdiction, the Project Sponsor would be required to coordinate with Caltrans and the City. This potential mitigation is not under the control of the City, and the impact would remain significant and unavoidable.</p>	Confirm Caltrans oversight process requirements and scope of work	Within 90 days of the effective date of the Development Agreement	Project Sponsor	PW, Caltrans
	Complete PSR (or appropriate document) with City and Caltrans oversight	Prior to occupancy of Building 21	Project Sponsor	PW, Caltrans
<p><i>e. Bayfront Expressway &amp; Chilco Street (#40)</i> With implementation of Mitigation Measure TRA-1.2, this impact would be reduced to a less-than-significant level.</p>	Implement Mitigation Measure TRA-1.2.	See below	See below	See below
<p><i>f. Chilco Street &amp; Constitution Drive (#45)</i> The proposed mitigation for peak-hour impacts at the intersection of Chilco Street and Constitution Drive would provide the following elements to accommodate inbound a.m. and outbound p.m. traffic movements:</p> <ul style="list-style-type: none"> <li>• Installation of a traffic signal and signalized pedestrian crossings on all four legs of the intersection.</li> <li>• Provision of three southbound lanes on the one-block segment of</li> </ul>	Prepare conceptual plan and cost estimate.	Within 90 days of the effective date of the Development Agreement (DA).	Project Sponsor	PW
	Provide bond for improvements.	Within 180 days of the	Project Sponsor	PW

<p align="center"><b>FACEBOOK CAMPUS EXPANSION PROJECT</b>  <b>MITIGATION MONITORING AND REPORTING PROGRAM</b></p>				
<b>Mitigation Measures</b>	<b>Action</b>	<b>Timing</b>	<b>Implementing Party</b>	<b>Monitoring Party</b>
<p>Chilco Street, between Bayfront Expressway and Constitution Drive, to include two southbound left-turn lanes to accommodate the volume of left-turning vehicles entering the Project site. In addition, during the a.m. peak hour, provision of a "split-phase" signal operation on Chilco Street is recommended.</p> <ul style="list-style-type: none"> <li>• Provision of a northbound left-turn lane on Chilco Street approaching Constitution Drive.</li> <li>• Provision of two outbound lanes on Chilco Street exiting the Project site.</li> </ul> <p>With these improvements, this impact would be reduced to a less-than-significant level.</p>	<p>Submit complete plans to construct intersection improvements to City.</p> <p>Construct improvements.</p>	<p>effective date of the DA.</p> <p>Within 180 days of the effective date of the DA.</p> <p>Prior to occupancy of Building 22.</p>	<p>Project Sponsor</p> <p>Project Sponsor</p>	<p>PW</p> <p>PW</p>
<p><i>g. University Avenue &amp; Adams Drive (#47)</i></p> <p>The impact under background plus-Project conditions would be significant and unavoidable. Installation of a traffic signal at this location would be recommended under 2040 cumulative conditions with the proposed General Plan. Therefore, if the proposed General Plan is adopted, this impact could be mitigated to less-than-significant levels (see Mitigation Measure TRA-13.1).</p>	<p>Implement Mitigation Measure TRA-13.1</p>	<p>See below</p>	<p>See below</p>	<p>See below</p>
<p><i>h. Jefferson Drive &amp; Constitution Drive (#50)</i></p> <p>Because this impact would be limited to affecting a side-street driveway that serves just 15 vehicle trips during the p.m. peak hour, this impact would be less than significant, and no mitigation is required.</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>
<p><i>i. University Avenue &amp; US 101 Southbound Ramps (#56)</i></p> <p>With implementation of Mitigation Measure TRA-1.2, this impact would be reduced to a less-than-significant level.</p>	<p>Implement Mitigation Measure TRA-1.2.</p>	<p>See below</p>	<p>See below</p>	<p>See below</p>
<p><i>j. University Avenue &amp; Woodland Avenue (#57)</i></p> <p>With implementation of Mitigation Measure TRA-1.2, this impact would be reduced to a less-than-significant level.</p>	<p>Implement Mitigation Measure TRA-1.2.</p>	<p>See below</p>	<p>See below</p>	<p>See below</p>
<p><i>k. Chilco Street &amp; Hamilton Avenue (#60)</i></p>	<p>Implement</p>	<p>See below</p>	<p>See below</p>	<p>See below</p>

FACEBOOK CAMPUS EXPANSION PROJECT MITIGATION MONITORING AND REPORTING PROGRAM				
Mitigation Measures	Action	Timing	Implementing Party	Monitoring Party
Mitigation Measures TRA-1.2, TRA-3.1, and TRA-3.2 would reduce this impact, but not to a less-than-significant level. This impact would remain significant and unavoidable.	Mitigation Measure TRA-1.2, TRA-3.1, and TRA-3.2.			
<p><i>l. Bayfront Expressway &amp; Facebook Building 20 Entrance (#65)</i></p> <p>The impact would be reduced to less-than-significant levels by providing a two-lane westbound left-turn pocket at the adjacent intersection of Bayfront Expressway and the Building 21 entrance. However, the right-of-way along Bayfront Expressway is constrained by the wetlands located adjacent to the roadway; therefore, this mitigation measure may not be feasible. Alternatively, the Project Sponsor shall be required to conduct a micro-simulation evaluation as part of the proposal to install a new traffic signal at the proposed entrance to Building 21 and ensure that queues do not extend onto the Bayfront Expressway at the Building 20 or 21 intersections (see Mitigation Measure TRA-1.1m, below). The intersection is under the jurisdiction of Caltrans; therefore, the City cannot guarantee that this improvement would be implemented.</p> <p>Mitigation Measure TRA-1.2 (described below) would reduce net Project vehicle trip generation during both peak hours, but the increase in eastbound traffic on Bayfront Expressway between Chilco Street and Willow Road would still be anticipated to result in a significant impact at this intersection. Therefore, the impact would remain significant and unavoidable.</p>	Prepare microsimulation evaluation and submit to City for review. Prepare concept plan and cost estimate of proposed improvements.	Within 90 days of the effective date of the Development Agreement (DA).	Project Sponsor	City of Menlo Park Public Works Department (PW)
	Provide bond for improvements.	Within 180 days of the effective date of the DA.	Project Sponsor	PW
	Submit microsimulation evaluation to Caltrans as part of proposal to install new traffic signal at Building 21.	Within 60 days of City approval of evaluation and plans.	Project Sponsor	PW, Caltrans
Construct improvements.	Within 180 days of Caltrans approval	Project Sponsor	PW, Caltrans	

<p align="center"><b>FACEBOOK CAMPUS EXPANSION PROJECT</b>  <b>MITIGATION MONITORING AND REPORTING PROGRAM</b></p>				
<b>Mitigation Measures</b>	<b>Action</b>	<b>Timing</b>	<b>Implementing Party</b>	<b>Monitoring Party</b>
	Implement Mitigation Measures TRA-3.1 and TRA-1.2.	See below	See below	See below
<p><i>m. Bayfront Expressway &amp; Proposed Building 21 Entrance (#66)</i>                      The proposed mitigation is the provision of a two-lane left-turn pocket for northbound vehicles that would enter Building 21 from Bayfront Expressway. However, the right-of-way along Bayfront Expressway is constrained by the wetlands located adjacent to the roadway; therefore, this mitigation measure may not be feasible. Alternatively, the Project Sponsor shall be required to conduct a micro-simulation evaluation as part of the proposal to install a new traffic signal at this location and ensure that queues do not extend onto Bayfront Expressway at either intersection (see Mitigation Measure TRA-1.1l, above) while maintaining an acceptable intersection LOS of D or better. With the proposed mitigation, if feasible, the impact would be less than significant during the a.m. peak hour.</p> <p>During the p.m. peak hour, implementation of Mitigation Measure TRA-1.2 would reduce the impact to less than significant levels. Because the feasibility of the a.m. peak-hour mitigation described above has not yet been confirmed, the impact would remain significant and unavoidable.</p>	Implement Mitigation Measures TRA-1.1l and TRA-1.2.	See above (TRA-1.1l) and below (TRA-1.2)	See above (TRA-1.1l) and below (TRA-1.2)	See above (TRA-1.1l) and below (TRA-1.2)
<p><i>TRA-1.2: Reduce the Peak-Hour Share of Vehicle Trips Allowable under the Trip Cap, for both the Project Site and Buildings 10-19 to no more than 50 Percent of Allowable Vehicle Trips During each 2-Hour Peak Commute Period.</i> The proposed mitigation would reduce the maximum number of allowable peak-hour vehicle trips to no more than 50 percent of the 2-hour peak-period vehicle trip cap for both the Project site and Buildings 10-19.</p>	Implement the trip cap monitoring and enforcement policy that applies to the Project.	Prior to occupancy of Building 21.	Project Sponsor	PW
	Amend the CDP	Prior to	Project Sponsor	PW

<p align="center"><b>FACEBOOK CAMPUS EXPANSION PROJECT MITIGATION MONITORING AND REPORTING PROGRAM</b></p>				
Mitigation Measures	Action	Timing	Implementing Party	Monitoring Party
	and DA for Buildings 10-19 (also known as East Campus) to implement this measure.	occupancy of Building 21.		
<p><b><i>IMPACT BEING ADDRESSED: Impacts on Routes of Regional Significance under Background Plus Project Conditions. Some Routes of Regional Significance would operate at or below their LOS threshold with the addition of Project trips, and Project traffic would exceed the allowable 1 percent threshold resulting in significant and unavoidable impacts. (TRA-2)</i></b></p>				
Implement Mitigation Measure TRA-1.2, plus: <i>TRA-2.1: Implement Improvements to Routes of Regional Significance to Address Background Plus-Project Effects.</i> Providing additional travel lanes would increase segment capacity but would not be feasible on all segments given available right-of-way widths and both downstream and downstream capacity limitations on facilities such as US 101 and the Dumbarton Bridge. In addition, the routes are under the control of Caltrans and the City cannot guarantee mitigation. Therefore, these impacts would remain significant and unavoidable.	N/A	N/A	N/A	N/A
<p><b><i>IMPACT BEING ADDRESSED: Increase in Daily Traffic Volumes on Roadway Segments Under Background Plus-Project Conditions. Increases in daily traffic associated with the Project under near term plus-Project Conditions would result in increased ADT volumes on Project area roadway segments, resulting in significant and unavoidable impacts. (TRA-3)</i></b></p>				
<i>TRA-3.1: Provide Measures to Reduce Cut-Through Traffic in the Belle Haven Neighborhood via Chilco Street (South of the Dumbarton Rail Corridor), Newbridge Street, and Ivy Drive.</i> The Project Sponsor shall provide measures to prevent cut-through traffic, which could include prohibiting left-turns exiting the Project site via Chilco Street during the p.m. peak period. The provision of physical traffic calming measures could also be included, where such measures would not affect emergency access and/or transit service, subject to community and City approval. Because community members and other potentially affected stakeholders may be affected by such improvements, the Project Sponsor shall fund a Neighborhood Traffic Plan to identify appropriate measures for reducing	Coordinate with the City and local stakeholders to fund, develop and implement a Neighborhood Traffic Plan.	Funding provided within 90 days of effective date of DA.  Develop plan within 180 days of effective date of DA.	Project Sponsor	PW

FACEBOOK CAMPUS EXPANSION PROJECT MITIGATION MONITORING AND REPORTING PROGRAM				
Mitigation Measures	Action	Timing	Implementing Party	Monitoring Party
cut-through traffic.		Implement measures prior to occupancy of Building 22.		
<i>TRA-3.2: Provide Multi-Modal improvements on study segments that would be potentially impacted by increased ADT. The Project Sponsor shall provide measures to improve mobility options via walking, bicycling, and transit, consistent with the City's complete streets goals, as described in Mitigation Measures TRA-4.1 and TRA-5.1.</i>	Implement Mitigation Measures TRA-4.1 and TRA-5.1	See below	See below	See below
<b><i>IMPACT BEING ADDRESSED: Pedestrian Connections Under Background Plus-Project Conditions. The Project would result in a lack of adequate pedestrian connections to the area circulation system under background plus-Project conditions, resulting in a potentially significant impact. (TRA-4)</i></b>				
<p><i>TRA-4.1: Provide External Pedestrian Connections to the Area Circulation System and Adjacent Land Uses.</i></p> <p><i>a. Constitution Drive</i></p> <p>The Project Sponsor shall construct sidewalks along one side of Constitution Drive between Chilco Street and Chrysler Drive and pedestrian crosswalks and curb ramps at Chilco Street &amp; Constitution Drive and Jefferson Drive &amp; Constitution Drive.</p>	Prepare conceptual plan and cost estimate.	Within 90 days of the effective date of the Development Agreement (DA).	Project Sponsor	PW
	Provide bond for improvements.	Within 180 days of the effective date of the DA.	Project Sponsor	PW
	Submit complete plans to construct intersection improvements to City.	Within 180 days of the effective date of the DA.	Project Sponsor	PW
	Construct		Project Sponsor	PW

<p style="text-align: center;"><b>FACEBOOK CAMPUS EXPANSION PROJECT</b> <b>MITIGATION MONITORING AND REPORTING PROGRAM</b></p>				
Mitigation Measures	Action	Timing	Implementing Party	Monitoring Party
	improvements.	Prior to occupancy of Building 21.		
<p><b>IMPACT BEING ADDRESSED: Bicycle Connections Under Background Plus-Project Conditions. The Project would result in a lack of adequate bicycle connections to the area circulation system under background plus-Project conditions, resulting in potentially significant impacts. (TRA-5)</b></p>				
<i>TRA-5.1: Provide bicycle connections to the area circulation system and adjacent land uses.</i>	See below	See below	See below	See below
<p><i>a. Hamilton Avenue</i> The Project Sponsor shall install bicycle boulevard treatments on Hamilton Avenue between Chilco Street and the pedestrian/bicycle overcrossing of US 101, including stop-sign modifications, lane markings, signage, and wayfinding elements.</p>	Prepare conceptual plan and cost estimate.	Within 90 days of the effective date of the Development Agreement (DA).	Project Sponsor	PW
	Provide bond for improvements.	Within 180 days of the effective date of the DA.	Project Sponsor	PW
	Submit complete plans to construct intersection improvements to City.	Within 180 days of the effective date of the DA.	Project Sponsor	PW
	Construct improvements.	Prior to occupancy of Building 22.	Project Sponsor	PW
<i>b. Northbound Access to the Project Site for Bicyclists</i>	Prepare	Within 90 days	Project Sponsor	PW



<b>FACEBOOK CAMPUS EXPANSION PROJECT MITIGATION MONITORING AND REPORTING PROGRAM</b>				
<b>Mitigation Measures</b>	<b>Action</b>	<b>Timing</b>	<b>Implementing Party</b>	<b>Monitoring Party</b>
<p>The Project Sponsor shall provide facilities for northbound bicyclists to cross Willow Road and access the Project site, thereby minimizing vehicle/bicycle conflicts. Such facilities may include a two-stage left-turn queue box, or similar improvements, to accommodate northbound left-turn movements for bicyclists at the Willow Road/Hamilton Drive intersection from the curbside bicycle lane, in conjunction with a Class I pathway or similar improvements for northbound bicyclists to the travel on the west side of Willow Road between Hamilton Avenue and the Project site.</p>	<p>conceptual plan and cost estimate.</p>	<p>of the effective date of the Development Agreement (DA).</p>	<p>Project Sponsor</p>	<p>PW</p>
	<p>Provide bond for improvements.</p>	<p>Within 180 days of the effective date of the DA.</p>		
	<p>Submit complete plans to construction intersection improvements to City.</p>	<p>Within 180 days of the effective date of the DA.</p>		
	<p>Complete and submit application to Caltrans.</p>	<p>Within 30 days of City approval of plans.</p>		
	<p>Construct improvements.</p>	<p>Prior to occupancy of Building 22.</p>	<p>Project Sponsor</p>	<p>PW, Caltrans</p>
<p><b><i>IMPACT BEING ADDRESSED: Pedestrian and/or Bicycle/Vehicle Conflicts. The Project design would cause increased potential for pedestrian and/or bicycle/vehicle conflicts, resulting in potentially significant impacts. (TRA-6)</i></b></p>				
<p><i>TRA-6.1: Refine the Project Design to Minimize Conflicting Movements between Bicycles, Pedestrians, and Other Travel Modes within the Project Site. The Project Sponsor shall work to minimize conflicts to the satisfaction of the transportation manager prior to approval of the site</i></p>	<p>Refine the Project site plan to satisfaction of City's</p>	<p>Prior to issuance of building permit for first</p>	<p>Project Sponsor</p>	<p>PW</p>

<b>FACEBOOK CAMPUS EXPANSION PROJECT MITIGATION MONITORING AND REPORTING PROGRAM</b>				
<b>Mitigation Measures</b>	<b>Action</b>	<b>Timing</b>	<b>Implementing Party</b>	<b>Monitoring Party</b>
plan for construction.	Transportation Manager	phase of Building 21		
<b><i>IMPACT BEING ADDRESSED: Peak-Hour Traffic Impacts at Intersections Under Cumulative 2040 Existing General Plan Plus-Project Conditions. Increases in peak-hour vehicle traffic associated with the Project would result in increased delays during AM and PM peak hours causing significant and unavoidable impacts on the operation of study intersections under Cumulative 2040 Conditions with the Existing General Plan. (TRA-10)</i></b>				
<i>TRA-10.1: Provide Increased Traffic Capacity under Cumulative 2040 Existing General Plan plus-Project Conditions.</i>	See below	See below	See below	See below
<i>a. Sand Hill Road and I-280 Northbound Off-Ramp (#1)</i> With implementation of Mitigation Measure TRA-1.2, this cumulative impact would be reduced to a less-than-significant level.	Implement Mitigation Measure TRA-1.2.	See above	See above	See above
<i>b. El Camino Real &amp; Glenwood Avenue (#25)</i> The provision of a dedicated right-turn lane on Glenwood Avenue, where it approaches El Camino Real, is identified in the City's TIF program. The Project Sponsor's payment of the TIF shall partially mitigate this impact. The provision of one additional through lane on Glenwood Avenue would be needed to improve LOS to an acceptable LOS of D and fully mitigate this impact. However, the provision of an additional through lane is not feasible given the right-of-way constraints. Therefore, this impact would be considered significant and unavoidable under cumulative 2040 existing General Plan plus-Project conditions.	Pay the TIF identified in the City's TIF program.	Prior to issuance of building permit for first phase of each building.	Project Sponsor	PW
<i>c. El Camino Real &amp; Ravenswood Avenue-Menlo Avenue (#28)</i> Potential mitigation would be to provide a right-turn pocket on Menlo Avenue, where it approaches El Camino Real, and a third through lane on El Camino Real in both the northbound and southbound directions. These measures are identified in the City's TIF program. The Project Sponsor's payment of the TIF shall mitigate this impact. With implementation of this mitigation measure, the intersection would operate acceptably, and the impact would be reduced to a less-than-significant level.	Pay the TIF identified in the City's TIF program.	Prior to issuance of building permit for first phase of each building.	Project Sponsor	PW
<i>d. Willow Road &amp; Hamilton Avenue (#36)</i> The Project impact was identified under background plus-Project	Implement	See above	See above	See above

<b>FACEBOOK CAMPUS EXPANSION PROJECT MITIGATION MONITORING AND REPORTING PROGRAM</b>				
<b>Mitigation Measures</b>	<b>Action</b>	<b>Timing</b>	<b>Implementing Party</b>	<b>Monitoring Party</b>
conditions (see TRA-1.1b). No additional feasible mitigation measures were identified to reduce this impact, which would remain significant and unavoidable.	TRA-1.1b.			
<i>e. Bayfront Expressway &amp; Willow Road (#37)</i> The Project impact was identified under background plus-Project conditions. As discussed in Mitigation Measure TRA-1.1c, no additional feasible mitigation measures were identified to reduce this impact, which would remain significant and unavoidable.	Implement TRA-1.1c.	See above	See above	See above
<i>f. Bayfront Expressway &amp; University Avenue (#38)</i> The Project impact was identified under background plus-Project conditions. As discussed in Mitigation Measure TRA-1.1d, no additional feasible mitigation measures were identified to reduce this impact, which would remain significant and unavoidable.	Implement TRA-1.1d.	See above	See above	See above
<i>g. Chilco Street &amp; Constitution Drive (#45)</i> This impact, identified under background plus-Project conditions, pertains to the design of the Project entrance, as described above in Mitigation Measure TRA-1.1f. With implementation of this mitigation measure, the intersection would operate acceptably, and this impact would be reduced to a less-than-significant level.	Implement Mitigation Measure TRA-1.1f.	See above	See above	See above
<i>h. Chrysler Drive &amp; Constitution Drive (#46)</i> With implementation of Mitigation Measure TRA-1.2, the cumulative impact at this location would be reduced to a less-than-significant level.	Implement Mitigation Measure TRA-1.2.	See above	See above	See above
<i>i. University Avenue &amp; Adams Drive (#47)</i> The Project impact under cumulative 2040 existing General Plan plus-Project conditions would remain significant and unavoidable. Installation of a traffic signal at this location would be recommended under 2040 cumulative conditions with the proposed General Plan. Therefore, if the proposed General Plan is adopted, this impact could be mitigated to a less-than-significant level (see Mitigation Measure TRA-13.1i).	Implement Mitigation Measure TRA-13.1	See below	See below	See below
<i>j. University Avenue &amp; Bay Road (#51)</i>	Implement	See above	See above	See above

<b>FACEBOOK CAMPUS EXPANSION PROJECT MITIGATION MONITORING AND REPORTING PROGRAM</b>				
<b>Mitigation Measures</b>	<b>Action</b>	<b>Timing</b>	<b>Implementing Party</b>	<b>Monitoring Party</b>
With implementation of Mitigation Measure TRA-1.2, this impact would be reduced to a less-than-significant level.	Mitigation Measure TRA-1.2.			
<i>k University Avenue &amp; Donohoe Street (#54)</i> With implementation of Mitigation Measure TRA-1.2, this impact would be reduced, but the increase in delay would remain significant and unavoidable.	Implement Mitigation Measure TRA-1.2.	See above	See above	See above
<i>l University Avenue &amp; US 101 Southbound Ramps (#56)</i> With implementation of Mitigation Measure TRA-1.2, this impact would be reduced to a less-than-significant level.	Implement Mitigation Measure TRA-1.2.	See above	See above	See above
<i>m. University Avenue &amp; Woodland Avenue (#57)</i> With implementation of Mitigation Measure TRA-1.2, this impact would be reduced to a less-than-significant level.	Implement Mitigation Measure TRA-1.2.	See above	See above	See above
<i>n. Chilco Street &amp; Hamilton Avenue (#60)</i> The Project impact was identified under background plus-Project conditions (see TRA-1.1k). No additional feasible mitigation measures were identified to reduce this impact, which would remain significant and unavoidable.	Implement TRA-1.1k.	See above	See above	See above
<i>o. Bayfront Expressway &amp; Facebook Building 20 Entrance (#65)</i> The Project impact was identified under background plus-Project conditions (see TRA-1.1l). No additional feasible mitigation measures were identified to reduce this impact, which would remain significant and unavoidable.	Implement TRA-1.1l.	See above	See above	See above
<i>p. Bayfront Expressway &amp; Proposed Building 21 Entrance (#66)</i> The Project impact was identified under background plus-Project conditions (see TRA-1.1m). No additional feasible mitigation measures were identified to reduce this impact, which would remain significant and unavoidable.	Implement TRA-1.1m.	See above	See above	See above

<b>FACEBOOK CAMPUS EXPANSION PROJECT MITIGATION MONITORING AND REPORTING PROGRAM</b>				
<b>Mitigation Measures</b>	<b>Action</b>	<b>Timing</b>	<b>Implementing Party</b>	<b>Monitoring Party</b>
<b><i>IMPACT BEING ADDRESSED: Impacts on Routes of Regional Significance Under Cumulative 2040 Existing General Plan Plus Project Conditions. Some Routes of Regional Significance would operate at or below their LOS threshold with the addition of Project trips, and Project traffic would exceed the allowable 1 percent threshold, resulting in significant and unavoidable impacts. (TRA-11)</i></b>				
Implement Mitigation Measure TRA-2.1.	See above	See above	See above	See above
<b><i>IMPACT BEING ADDRESSED: Increase in Daily Traffic Volumes on Roadway Segments under Cumulative 2040 Existing General Plan Plus-Project Conditions. Increases in daily traffic under existing General Plan plus-Project conditions would result in increased ADT volumes on Project area roadway segments, resulting in significant and unavoidable impacts. (TRA-12)</i></b>				
Implement Mitigation Measures TRA-3.1 and TRA-3.2.	See above	See above	See above	See above
<b><i>IMPACT BEING ADDRESSED: Peak-Hour Traffic Impacts at Intersections Under Cumulative 2040 Proposed General Plan Conditions. Increases in peak-hour vehicle traffic associated with the Project would contribute to increased delays during the a.m. and p.m. peak hours in 2040 under the proposed General Plan (ConnectMenlo), causing a significant and unavoidable impact on the operation of study intersections. (TRA-13)</i></b>				
<b><i>TRA-13.1: Increase Traffic Capacity under Cumulative 2040 Proposed General Plan Conditions.</i></b>	See below	See below	See below	See below
<b><i>a. Sand Hill Road &amp; I-280 Northbound Off-ramp (#1)</i></b> With implementation of Mitigation Measure TRA-1.2, this potential cumulative impact would be reduced to a less-than-significant level.	Implement Mitigation Measure TRA-1.2.	See above	See above	See above
<b><i>b. El Camino Real &amp; Ravenswood Avenue-Menlo Avenue (#28)</i></b> With implementation of Mitigation Measure TRA-10.1c, this potential cumulative impact would be reduced to a less-than-significant level.	Implement Mitigation Measure TRA-10.1c.	See above	See above	See above
<b><i>c. Willow Road &amp; Hamilton Avenue (#36)</i></b> The Project impact was identified under background plus-Project conditions (see TRA-1.1b). No additional feasible mitigation measures were identified to reduce this impact, which would remain significant and unavoidable.	Implement Mitigation Measure TRA-1.1b.	See above	See above	See above
<b><i>d. Bayfront Expressway &amp; Willow Road (#37)</i></b> The Project impact was identified under background plus-Project conditions. As discussed in Mitigation Measure TRA-1.1c, no additional	Implement Mitigation Measure	See above	See above	See above

<b>FACEBOOK CAMPUS EXPANSION PROJECT MITIGATION MONITORING AND REPORTING PROGRAM</b>				
<b>Mitigation Measures</b>	<b>Action</b>	<b>Timing</b>	<b>Implementing Party</b>	<b>Monitoring Party</b>
feasible mitigation measures were identified to reduce this impact, which would remain significant and unavoidable.	TRA-1.1c.			
<i>e. Bayfront Expressway &amp; University Avenue (#38)</i> The Project impact was identified under background plus-Project conditions. As discussed in Mitigation Measure TRA-1.1d, no additional feasible mitigation measures were identified to reduce this impact, which would remain significant and unavoidable.	Implement Mitigation Measure TRA-1.1d.	See above	See above	See above
<i>f. Chilco Street &amp; Constitution Drive (#45)</i> This impact, identified under background plus-Project conditions, pertains to the design of the Project entrance, as described above in Mitigation Measure TRA-1.1f. With implementation of this mitigation measure, the intersection would operate acceptably, and this impact would be reduced to a less-than-significant level.	Implement Mitigation Measure TRA-1.1f.	See above	See above	See above
<i>g. Chrysler Drive &amp; Constitution Drive (#46)</i> With implementation of Mitigation Measure TRA-1.2, the cumulative impact at this location would be reduced to a less-than-significant level.	Implement Mitigation Measure TRA-1.2.	See above	See above	See above
<i>h. University Avenue &amp; Adams Drive (#47)</i> Signalization of this intersection should be included in the City's TIF program. The Project Sponsor's payment of the TIF shall mitigate this impact, and the impact would be less than significant.	Pay the TIF identified in the City's TIF program.	Prior to issuance of building permit for first phase of Building 21	Project Sponsor	PW
<i>i. University Avenue &amp; Bay Road (#51)</i> With implementation of Mitigation Measure TRA-1.2, this impact would be reduced to a less-than-significant level.	Implement Mitigation Measure TRA-1.2	See above	See above	See above
<i>j. University Avenue &amp; Donohoe Street (#54)</i> With implementation of Mitigation Measure TRA-1.2, this impact would be reduced, but the increase in delay would remain significant and unavoidable.	Implement Mitigation Measure TRA-1.2	See above	See above	See above
<i>k. University Avenue &amp; US 101 Southbound Ramps (#56)</i>	Implement	See above	See above	See above

<b>FACEBOOK CAMPUS EXPANSION PROJECT MITIGATION MONITORING AND REPORTING PROGRAM</b>				
<b>Mitigation Measures</b>	<b>Action</b>	<b>Timing</b>	<b>Implementing Party</b>	<b>Monitoring Party</b>
With implementation of Mitigation Measure TRA-1.2, this impact would be reduced to a less-than-significant level.	Mitigation Measure TRA-1.2			
<i>l. Chilco Street &amp; Hamilton Avenue (#60)</i> The Project impact was identified under background plus-Project conditions and cumulative 2040 existing General Plan plus-Project conditions (see Mitigation Measure TRA-1.1k). This impact would remain significant and unavoidable.	Implement TRA-1.1k.	See above	See above	See above
<i>m. Bayfront Expressway &amp; Facebook Building 20 Entrance (#65)</i> The Project impact was identified under background plus-Project conditions and cumulative 2040 existing General Plan plus-Project conditions (see Mitigation Measure TRA-1.1l). No additional feasible mitigation measures were identified to reduce this impact, which would remain significant and unavoidable.	Implement TRA-1.1l.	See above	See above	See above
<i>n. Bayfront Expressway &amp; Proposed Building 21 Entrance (#66)</i> The Project impact was identified under background plus-Project conditions and cumulative 2040 existing General Plan plus-Project conditions (see Mitigation Measure TRA-1.1m). No additional feasible mitigation measures were identified to reduce this impact, which would remain significant and unavoidable.	Implement TRA-1.1m.	See above	See above	See above
<b><i>IMPACT BEING ADDRESSED: Impacts on Routes of Regional Significance Under Cumulative 2040 Proposed General Plan Conditions. Some Routes of Regional Significance would operate at or below their LOS threshold with the addition of Project trips. However, Project traffic would exceed the allowable 1 percent threshold, resulting in significant and unavoidable impacts. (TRA-14)</i></b>				
Implement Mitigation Measure TRA-2.1.	See above	See above	See above	See above
<b><i>IMPACT BEING ADDRESSED: Increase in Daily Traffic Volumes on Roadway Segments Under Cumulative 2040 Proposed General Plan Conditions. Increases in daily traffic associated with the Project under Cumulative 2040 Proposed General Plan Conditions would result in increased ADT volumes on Project area roadway segments resulting in significant and unavoidable impacts. (TRA-15)</i></b>				
Implement Mitigation Measure TRA-3.1 and TRA-3.2.	See above	See above	See above	See above
<b>AIR QUALITY</b>				
<b><i>IMPACT BEING ADDRESSED: Construction Criteria Air Pollutant Emissions. Construction activities at the Project site could result in the</i></b>				

<b>FACEBOOK CAMPUS EXPANSION PROJECT MITIGATION MONITORING AND REPORTING PROGRAM</b>				
Mitigation Measures	Action	Timing	Implementing Party	Monitoring Party
<b><i>generation of regional criteria pollutant emissions during construction in excess of BAAQMD thresholds. (AQ-2a)</i></b>				
<p><i>AQ-2.1: Implement BAAQMD Basic Construction Mitigation Measures to Reduce Construction-Related Dust.</i> The Project Sponsor shall require all construction contractors to implement the basic construction mitigation measures recommended by BAAQMD to reduce fugitive dust emissions. Emission reduction measures shall include, at a minimum, the following measures. Additional measures may be identified by BAAQMD or contractor as appropriate.</p> <ul style="list-style-type: none"> <li>• All exposed surfaces (e.g., parking areas, staging areas, soil piles, graded areas, and unpaved access roads) shall be watered two times per day. Recycled water, to be purchased through advance arrangement with the City of Redwood City or the City of Palo Alto, shall be used to water all exposed surfaces.</li> <li>• All haul trucks transporting soil, sand, or other loose material offsite shall be covered.</li> <li>• All visible mud or dirt track-out onto adjacent public roads shall be removed using wet power vacuum street sweepers at least once per day. The use of dry power sweeping is prohibited.</li> <li>• All vehicle speeds on unpaved roads shall be limited to 15 mph.</li> <li>• All roadways, driveways, and sidewalks to be paved shall be completed as soon as possible. Building pads shall be laid as soon as possible after grading unless seeding or soil binders are used.</li> <li>• A publicly visible sign shall be posted with the telephone number and name of the person to contact at the lead agency regarding dust complaints. This person shall respond and take corrective action within 48 hours. BAAQMD’s phone number shall also be visible to ensure compliance with applicable regulations.</li> </ul>	Implement the basic construction mitigation measures recommended by BAAQMD to reduce fugitive dust emissions.	During construction	Project Sponsor and Project Contractor(s)	PW / CDD
<b><i>IMPACT BEING ADDRESSED: Operational Criteria Air Pollutant Emissions. Operational activities at the Project site could result in the generation of regional criteria pollutant emissions during operation in excess of BAAQMD thresholds. (AQ-2b)</i></b>				
<p><i>AQ-2.2: Offset NOx Emissions Generated during Project Operation that are above the BAAQMD NOx Average Daily Emission Threshold.</i> The Project</p>	Develop offsite NOx mitigation	Prior to occupancy of	Project Sponsor	PW / CDD



<b>FACEBOOK CAMPUS EXPANSION PROJECT MITIGATION MONITORING AND REPORTING PROGRAM</b>				
<b>Mitigation Measures</b>	<b>Action</b>	<b>Timing</b>	<b>Implementing Party</b>	<b>Monitoring Party</b>
<p>Sponsor shall, prior to occupancy of the first building within the Project, enter into an agreement with the City to develop an alternative or complementary offsite mitigation program to offset operational NO<sub>x</sub> emissions to the level established by the BAAQMD thresholds for the years in which the Project's emissions exceed the BAAQMD threshold. The offsite mitigation program shall require Project Sponsor to provide a one-time payment to the City to establish a program to fund emission reduction projects through grants and similar mechanisms within the City of Menlo Park. The amount of such payment shall be calculated based on then-current BAAQMD Carl Moyer Program cost-effectiveness limit multiplied by the emissions that exceed BAAQMD's average daily threshold for each year that emissions exceed the threshold plus a five percent administrative fee to fund procurement of offsite emission reductions for the Project's projected operational emissions.</p> <p>Potential projects shall be limited to those which will reduce emissions for each year in which the project's emissions exceed the BAAQMD threshold through the end of 2025, which is when the Project's operational emissions are projected to be below the average daily thresholds, including, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>• Alternative fuel, low-emission school buses, transit buses, and other vehicles.</li> <li>• Diesel engine retrofits and repowers.</li> <li>• Bike Sharing Programs.</li> <li>• Electric vehicle charging stations and plug-ins.</li> </ul> <p>All offsite reductions must be quantifiable, verifiable, and enforceable. The Project Sponsor shall engage a qualified air quality expert to coordinate with the City to identify a list of potential projects eligible for funding. Emission reduction projects shall be funded so that the Project's emissions are reduced each year until the end of 2025. The air quality expert retained by the Project Sponsor shall provide a report within one year of occupancy of the first building within the Project identifying the projects that were funded and associated NO<sub>x</sub> emissions expected to be realized for each year out until the end of 2025. Annual reporting of the</p>	<p>program and provide a one-time payment to the City to establish a program to fund emission reduction projects.</p>	<p>Building 21..</p>		

<b>FACEBOOK CAMPUS EXPANSION PROJECT MITIGATION MONITORING AND REPORTING PROGRAM</b>				
<b>Mitigation Measures</b>	<b>Action</b>	<b>Timing</b>	<b>Implementing Party</b>	<b>Monitoring Party</b>
<p>implementation of emissions reduction projects shall be required until the Project's emissions are less than the BAAQMD threshold without the offsets.</p> <p>If a sufficient number of emissions reduction projects are not identified to meet the required performance standards in the City of Menlo Park, Project Sponsor shall consult with a qualified air quality expert to ensure conformity is met through some other means of achieving the performance standard of achieving net zero operational emissions in excess of BAAQMD's average daily thresholds through 2025, including (but not limited to) payment of a one-time mitigation offset fee to BAAQMD's Strategic Incentives Division plus a five percent administrative fee to fund one or more emissions reduction projects within the San Francisco Bay Area Air Basin. Reporting for any emissions reduction projects outside the City shall be completed on the same schedule as indicated above for emission reduction projects in the City.</p> <p>If annual reports indicate that emission reductions do not adequately reduce project emissions to a level below the BAAQMD threshold for any year, then a penalty of 200 percent shall be imposed that will require the Project Sponsor to obtain an additional year of offsets based on the amount of emissions by which the Project's emissions exceed the BAAQMD threshold for the next following year (e.g., if the 2019 emissions exceed the threshold by five tons, then 10 tons of emissions must be provided by 2020).</p>				
<p><b><i>IMPACT BEING ADDRESSED: Result in a Cumulatively Considerable Net Increase of any Criteria Pollutant for which the Project Region is Nonattainment. The Project could result in the generation of criteria pollutant emissions that would result in a cumulatively considerable net increase. (AQ-3)</i></b></p>				
Implement Mitigation Measures AQ-2.1 and AQ-2.2	See above	See above	See above	See above
<p><b><i>IMPACT BEING ADDRESSED: Exposure of Existing Sensitive Receptors to Substantial Pollutant Concentrations During Construction. The Project would expose existing sensitive receptors to substantial pollutant concentrations during construction. (AQ-4a)</i></b></p>				
Implement Mitigation Measure AQ-2.1	See above	See above	See above	See above
<p><b><i>IMPACT BEING ADDRESSED: Cumulative Criteria Pollutants during Operation. Operational activities associated with the Project could</i></b></p>				

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Mitigation Measures	Action	Timing	Implementing Party	Monitoring Party
<i>generate substantial ROG, NO<sub>x</sub>, and PM<sub>10</sub> emissions in excess of BAAQMD thresholds. (C-AQ-2b)</i>				
Implement Mitigation Measure AQ-2.2	See above	See above	See above	See above
<b>GREENHOUSE GAS EMISSIONS</b>				
<b><i>IMPACT BEING ADDRESSED: Greenhouse Gas Emissions. The Project would not generate GHG emissions, either directly or indirectly, that would have a significant impact on the environment. (GHG-1)</i></b>				
<i>GHG-1.1: Implement BAAQMD Best Management Practices for Construction. The Project Sponsor shall require all construction contractors to implement the BMPs recommended by BAAQMD to reduce GHG emissions. Emissions reduction measures shall include, at a minimum, the use of local building materials (at least 10 percent), the recycling and reuse of at least 50 percent of construction waste or demolition material, and the use of alternative-fuel vehicles for construction vehicles/equipment (at least 15 percent of the fleet).</i>	Implement the BMPs recommended by the BAAQMD to reduce GHG emissions.	During construction	Project Sponsor and Contractor(s)	PW / CDD
<b>NOISE</b>				
<b><i>IMPACT BEING ADDRESSED: Exposure to Excessive Noise Levels. The Project could expose persons to or generate noise levels in excess of standards established in the General Plan, noise ordinance or applicable standards of other agencies. (NOI-1)</i></b>				
<i>NOI-1.1: Implement Noise Control Measures to Reduce Construction Noise during Project Construction. The Project Sponsor shall submit a Construction Noise Plan for review and approval by the Planning and Building Divisions prior to the issuance of the demolition permit. The Project Sponsor shall comply with construction noise limits specified in Section 8.06 of the City of Menlo Park Municipal Code by implementing measures during demolition and construction of the Project. These measures may include, but are not limited to:</i>	Submit a Construction Noise Plan. Implement noise control measures to reduce construction noise during construction.	Submit Plan prior to the issuance building permit for first phase of each building. Implement Plan during construction	Project Sponsor and Contractor(s)	CDD
<ul style="list-style-type: none"> <li>To the extent feasible, schedule the noisiest construction activities, such as demolition and grading activities, during times that would have the least impact on nearby residential and other receptors. This could include restricting construction activities in the areas of potential impact to the early and late hours of the workday, such as from 8:00 a.m. to 10:00 a.m. or 4:00 p.m. to 6:00 p.m., Monday through</li> </ul>				

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<p>Friday.</p> <ul style="list-style-type: none"> <li>• Use best available noise control techniques (e.g., improved mufflers, equipment redesign, intake silencers, ducts, engine enclosures, acoustically attenuating shields or shrouds) on equipment and trucks used for Project construction wherever feasible.</li> <li>• Use hydraulically or electrically powered impact tools (e.g., pile drivers, jack hammers, pavement breakers, rock drills) used for Project construction wherever possible to avoid noise associated with compressed air exhaust from pneumatically powered tools. However, where use of pneumatic tools is unavoidable, use an exhaust muffler on the compressed air exhaust; this muffler can lower noise levels from the exhaust by up to about 10 dBA. Use external jackets on the tools themselves where feasible. This could achieve a reduction of 5 dBA. Use quieter equipment, such as drills, rather than impact equipment whenever feasible.</li> <li>• Use “quiet” gasoline-powered compressors or electric compressors, and use electric rather than gasoline- or diesel-powered forklifts for small lifting to the extent feasible.</li> <li>• Locate stationary noise sources, such as temporary generators, as far from nearby receptors as possible; such sources shall be muffled and enclosed within temporary enclosures and shielded by barriers or other measures to the extent feasible.</li> <li>• Install temporary noise barriers (generally approximately 8 feet in height) around construction areas adjacent to sensitive receptors to reduce construction noise from equipment to acceptable levels. Specifically, the noise barriers shall reduce noise levels during the hours of 8:00 a.m. to 6:00 p.m. on weekdays to 85 dBA at a distance of 50 feet from the construction equipment. In addition, the noise barriers shall reduce overall construction noise to less than 60 dBA Leq, as measured at the applicable property lines of adjacent uses, during the hours of 7:00 a.m. to 8:00 a.m. and 6:00 p.m. to 10:00 p.m. weekdays and 7:00 a.m. to 10:00 p.m. on Saturdays. The noise barriers shall be installed unless an acoustical engineer submits documentation</li> </ul>				

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<p>that confirms that barriers are not necessary to achieve these attenuation levels or provides specific locations and heights to achieve the required attenuation.</p> <ul style="list-style-type: none"> <li>• Prohibit trucks from idling along streets serving the construction site.</li> <li>• Prior to any pile-driving activities, notify all surrounding property owners and occupants within 300 feet of the Project site, informing them of the estimated start date and duration.</li> <li>• Implement “quiet” pile-driving technology (e.g., vibratory pile driving or pre-drilled pile holes) where feasible, in consideration of geotechnical and structural requirements and conditions.</li> <li>• Monitor the effectiveness of noise attenuation measures by taking noise measurements during pile-driving activities to ensure compliance with the 85 dBA standard at 50 feet for construction equipment and during general construction occurring during non-exempted daytime hours to ensure compliance with the 60 dBA Leq daytime standard.</li> </ul>				
<p><i>NOI-1.2: Implement Noise Control Measures to Reduce HVAC Noise during Project Operation.</i> The Project Sponsor shall design the Project HVAC system to limit noise to the applicable standard at the property line of nearby noise-sensitive receptors. Measures that can implemented to achieve this include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Maximize the distance between HVAC systems and nearby sensitive receptors,</li> <li>• Provide enclosures around the HVAC units,</li> <li>• Incorporate local barriers around equipment, and</li> <li>• Utilize mufflers or silencers on HVAC systems.</li> </ul> <p>Prior to the issuance of building permits, the Project Sponsor shall prepare a report, identifying measures that will be implemented to ensure that exterior HVAC noise levels will comply with the following noise limits:</p> <ul style="list-style-type: none"> <li>• The 60 dBA Leq daytime and 50 dBA Leq nighttime noise standards for equipment located on the ground,</li> </ul>	<p>Design the Project HVAC system to limit noise to the applicable standard at the property line of nearby noise-sensitive receptors. Prepare a report documenting compliance.</p>	<p>Prior to the issuance of building permit for first phase of each building and document compliance prior to occupancy.</p>	<p>Project Sponsor</p>	<p>CDD</p>

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<b>Mitigation Measures</b>	<b>Action</b>	<b>Timing</b>	<b>Implementing Party</b>	<b>Monitoring Party</b>
<ul style="list-style-type: none"> <li>The zoning ordinance limit of 50 dBA at a distance of 50 feet for roof-mounted equipment.</li> </ul>				
<p><i>NOI-1.3: Install Sound Enclosures around Emergency Generators.</i> The Project Sponsor shall reduce the sound level from the operating generators to a maximum sound level of less than the 60 dBA noise standard at nearby noise-sensitive land uses. Measures that could accomplish this standard include, but are not limited to:</p> <ul style="list-style-type: none"> <li>Installing sound enclosures around all emergency generators,</li> <li>Utilizing mufflers to reduce generator noise, and</li> <li>Utilizing equipment that meets this standard.</li> </ul> <p>Prior to the issuance of building permits, the Project Sponsor shall prepare a report, identifying measures that shall be implemented to ensure that exterior noise levels from emergency generators comply with the 60 dBA Leq daytime/nighttime noise standards.</p>	Install sound enclosures for emergency generators and prepare a report identifying measures that shall be implemented	Prior to the issuance of building permit for first phase of each building; install sound enclosures of other measures to implement Report and document compliance prior occupancy.	Project Sponsor and Contractor(s)	CDD
<p><i>NOI-1.4: Limit Generator Testing to Daytime Hours.</i> The Project Sponsor shall limit generator testing to between the hours of 8:00 a.m. and 6:00 p.m.</p>	Limit generator testing to daytime hours.	Ongoing during occupancy	Project Sponsor	CDD
<p><i>NOI-1.5: Design Enclosures around Mechanical Equipment Associated with the Recycled Water System to Limit Exterior Noise.</i> The Project Sponsor shall design the recycled water system such that noise generated by mechanical equipment complies with the City noise standards of 60 dBA Leq (daytime) and 50 dBA Leq (nighttime) at nearby residences. Measures that could accomplish this include, but are not limited to:</p> <ul style="list-style-type: none"> <li>Designing equipment room enclosures, access doors, and other equipment room openings to limit noise that could be transmitted to the exterior</li> <li>Utilizing mufflers to limit blower noise</li> </ul> <p>Prior to the issuance of building permits, the Project Sponsor shall</p>	Design the recycled water system to comply with the City noise standards at nearby residences and prepare a report documenting compliance.	Prior to the issuance of building permit for first phase and document compliance prior to occupancy for each building.	Project Sponsor and Contractor(s)	CDD

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Mitigation Measures	Action	Timing	Implementing Party	Monitoring Party
prepare a report, identifying measures that shall be implemented to ensure that exterior noise levels from the recycled water system comply with the daytime and nighttime noise standards.				
<b>IMPACT BEING ADDRESSED: Substantial Permanent Increase in Ambient Noise Levels. The Project would result in a permanent increase in ambient noise levels in the Project vicinity, above levels existing without the Project. (NOI-3)</b>				
Implement Mitigation Measures NOI-1.2 through NOI-1.5	See above	See above	See above	See above
<b>IMPACT BEING ADDRESSED: Substantial Temporary or Periodic Increase in Ambient Noise Levels. The Project could result in a substantial temporary or periodic increase in ambient noise levels in the Project vicinity, above levels existing without the Project. (NOI-4)</b>				
Implement Mitigation Measure NOI-1.1	See above	See above	See above	See above
<b>IMPACT BEING ADDRESSED: Cumulative Exposure to Excessive Noise. The Project, in combination with other development within the city, could result in a substantial increase in exposure of persons to noise in excess of the standards established in the City General Plan or Municipal Code. The Project's contribution would be cumulatively significant. (C-NOI-1)</b>				
Implement Mitigation Measure NOI-1.1	See above	See above	See above	See above
<b>CULTURAL RESOURCES</b>				
<b>IMPACT BEING ADDRESSED: Impacts on Archaeological Resources. The Project has the potential to encounter and damage or destroy previously unknown subsurface archaeological resources during construction. (CUL-2)</b>				
<i>CUL-2.1: Perform Construction Monitoring, Evaluate Uncovered Archaeological Features, and Mitigate Potential Disturbance of Identified Significant Resources at the Project Site.</i> Prior to demolition, excavation, grading, or other construction-related activities on the Project site, the Project Sponsor shall hire a qualified professional archaeologist (i.e., one who meets the Secretary of the Interior's professional qualifications for archaeology or one under the supervision of such a professional) to monitor, to the extent determined necessary by the archaeologist, Project-related earth-disturbing activities (e.g., grading, excavation, trenching). In the event that any prehistoric or historic-period subsurface archaeological features or deposits, including locally darkened soil (midden), that could conceal cultural deposits, animal bone, obsidian, and/or mortar are discovered during demolition/construction-related earthmoving activities, all ground-disturbing activity within 100 feet of the discovery	Retain a qualified archeologist to monitor project-related earth-disturbing activities. Halt all ground-disturbing activity within 100 feet of any discovery of an archaeological feature.	Prior to issuance of a building permit for first phase of each building and during demolition, excavation, grading activities, and construction	Project Sponsor/ Qualified Archaeologist / and Native American representative	CDD

<b>FACEBOOK CAMPUS EXPANSION PROJECT MITIGATION MONITORING AND REPORTING PROGRAM</b>				
Mitigation Measures	Action	Timing	Implementing Party	Monitoring Party
<p>shall be halted immediately, and the Planning and Building Divisions shall be notified within 24 hours. The City shall consult with the Project archaeologist to assess the significance of the find. Impacts on any significant resources shall be mitigated to a less-than-significant level through data recovery or other methods determined adequate by the City that are consistent with the Secretary of the Interior's Standards for Archaeological Documentation. If Native American archaeological, ethnographic, or spiritual resources are discovered, all identification and treatment of the resources shall be conducted by a qualified archaeologist and Native American representatives who are approved by the local Native American community as scholars of the cultural traditions. In the event that no such Native American is available, persons who represent tribal governments and/or organizations in the locale in which resources could be affected shall be consulted. When historic archaeological sites or historic architectural features are involved, all identification and treatment is to be carried out by historical archaeologists or architectural historians who meet the Secretary of the Interior's professional qualifications for archaeology and/or architectural history.</p>				
<p><b><i>IMPACT BEING ADDRESSED: Impacts on Paleontological Resources. The Project could destroy a unique paleontological resource or site or unique geologic feature. (CUL-3)</i></b></p>				
<p><i>CUL-3.1: Conduct Protocol and Procedures for Encountering Paleontological Resources.</i> Prior to the start of any subsurface excavations that would extend beyond previously disturbed soils, all construction forepersons and field supervisors shall receive training by a qualified professional paleontologist, as defined by the SVP, who is experienced in teaching non-specialists to ensure they recognize fossil materials and follow proper notification procedures in the event any such materials are uncovered during construction. Procedures to be conveyed to workers include halting construction within 50 feet of any potential fossil find and notifying a qualified paleontologist, who shall evaluate its significance. If a fossil is determined to be significant and avoidance is not feasible, the paleontologist shall develop and implement an excavation and salvage</p>	<p>Provide training by a qualified professional paleontologist to construction personnel. If paleontological materials are discovered, an excavation and salvage plan shall be developed and</p>	<p>Prior to issuance of a building permit for first phase of each building and during demolition, excavation, grading activities, and construction</p>	<p>Project Sponsor/ Qualified Paleontologist</p>	<p>CDD</p>



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Mitigation Measures	Action	Timing	Implementing Party	Monitoring Party
<p>plan in accordance with SVP standards. Construction work in these areas shall be halted or diverted to allow recovery of fossil remains in a timely manner. Fossil remains collected during the monitoring and salvage portion of the mitigation program shall be cleaned, repaired, sorted, and cataloged. Prepared fossils, along with copies of all pertinent field notes, photos, and maps, shall then be deposited in a scientific institution with paleontological collections. A final Paleontological Mitigation Plan Report shall be prepared that outlines the results of the mitigation program. The City shall be responsible for ensuring that the monitor's recommendations regarding treatment and reporting are implemented.</p>	<p>construction in the affected area shall be halted.</p>			
<p><b>IMPACT BEING ADDRESSED: Impacts on Human Remains. The Project has the potential to encounter or discover human remains during excavation or construction. (CUL-4)</b></p>				
<p><i>CUL-4.1: Comply with State Regulations Regarding the Discovery of Human Remains at the Project Site.</i> If human remains are discovered during any construction activities, all ground-disturbing activity within 50 feet of the remains shall be halted immediately, and the county coroner shall be notified immediately, according to Section 5097.98 of the State Public Resources Code and Section 7050.5 of California's Health and Safety Code. Additionally, the Planning and Building Divisions shall be notified. If the remains are determined by the county coroner to be Native American, the NAHC shall be notified within 24 hours, and the guidelines of the NAHC shall be adhered to in the treatment and disposition of the remains. The Project Sponsor shall also retain a professional archaeologist with Native American burial experience to conduct a field investigation of the specific site and consult with the Most Likely Descendant, if any, identified by the NAHC. As necessary, the archaeologist may provide professional assistance to the Most Likely Descendant, including the excavation and removal of the human remains. The City of Menlo Park Community Development Department, Planning Division, shall be responsible for approval of recommended mitigation as it deems appropriate, taking account of the provisions of state law, as set forth in State CEQA Guidelines Section 15064.5(e) and Public Resources Code Section 5097.98. The applicant shall implement approved mitigation, to be</p>	<p>Halt ground-disturbing activities within 50 feet of discovered human remains if human remains are discovered during any construction activities. Notify the County Coroner. If remains are determined to be Native American, NAHC guidelines shall be followed and a qualified archaeologist shall determine</p>	<p>During construction</p>	<p>Project Sponsor/ Qualified Archeologist</p>	<p>CDD</p>

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Mitigation Measures	Action	Timing	Implementing Party	Monitoring Party
verified by the Planning Division, before the resumption of ground-disturbing activities within 50 feet of where the remains were discovered.	the Most Likely Descendant.			
<b>BIOLOGICAL RESOURCES</b>				
<b>IMPACT BEING ADDRESSED: Indirect Impacts on Special-Status Species. The Project could result in increased predation of special-status bird and mammal species that inhabit nearby saltwater and brackish water marshes in the Don Edwards National Wildlife Refuge. (BIO-2)</b>				
<p><i>BIO-2.1: Install Bird Perching Deterrents on All New Buildings and Other Elevated Structures, Including the Bicycle/Pedestrian Bridge.</i> The Project Sponsor shall implement the following measures to protect special-status species from increased predation on the Project site:</p> <ul style="list-style-type: none"> <li>For all new buildings constructed on the Project site, as well as the bicycle/pedestrian bridge and northern bridge approaches, the Project Sponsor shall install bird deterrents along suitable perching sites to deter avian predators of special-status species that inhabit the adjacent salt marshes. Such deterrents may include one or more of the following: bird spikes, bird netting, an electric shock track, sound deterrents, or perching deterrents approved by CDFW and/or USFWS.</li> <li>Trees that are used for replacement landscaping, especially those planted on rooftops, shall consist of species that generally do not exceed 30 feet in height to limit the visibility of adjacent salt marshes to the north. These trees may include native or non-invasive nonnative ornamental species. Species with broad canopies are preferred because trees with tall, narrow canopies (e.g., palms or conifers) generally provide better hunting perches for raptors. Additionally, trees that are planted on the rooftops of the new buildings shall be located away from the edge of the roof and planted with a reduced line of sight to the Bay.</li> </ul>	Install bird deterrents along suitable perching sites on buildings. New trees shall consist of species that generally do not reach heights of greater than 30 feet.	Prior to occupancy of each building.	Project Sponsor	CDD
<b>IMPACT BEING ADDRESSED: Impacts on Native Wildlife Nursery Sites. The removal of buildings, trees, shrubs, or woody vegetation and the installation of new buildings and lighting could affect native migratory birds. (BIO-3)</b>				
Implement Mitigation Measure BIO-2.1, plus: <i>BIO-3.1: Conduct Pre-construction Surveys for Nesting Migratory Birds.</i> The	Avoid construction	During nesting season, no	Qualified Biologist /	CDD



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<b>Mitigation Measures</b>	<b>Action</b>	<b>Timing</b>	<b>Implementing Party</b>	<b>Monitoring Party</b>
<ul style="list-style-type: none"> <li>• A nest survey shall be required prior to implementation of Phase 1 and Phase 2 of the Project and when construction work stops at a portion of the site where suitable nesting habitat remains for more than 15 days. Additionally, at least one nest survey shall be conducted at the beginning of each year of Project implementation between February and May. As discussed in Chapter 2, <i>Project Description</i>, Project implementation will occur between 2016 and 2022. The need for additional surveys shall be determined by the qualified wildlife biologist and based on the results of the initial survey.</li> <li>• If the biologist finds active nests during the survey, he or she shall establish species-specific no-disturbance buffer zones for each nest with use of high-visibility fencing, flagging, or pin flags. No construction activities shall be allowed within the buffer zones. The size of the buffer shall be based on the species sensitivity to disturbance and planned work activities in the vicinity. The buffer shall remain in effect until the nest is no longer active.</li> <li>• If structure demolition activities cannot occur outside of the nesting season, the Project Sponsor or its contractor shall remove inactive nests from the structure to be demolished and install nest exclusion measures (i.e., fine mesh netting, panels, or metal projectors) outside of the nesting season. All exclusionary devices shall be monitored and maintained throughout the breeding season to ensure that they are successful in preventing the birds from accessing cavities or nest sites. No more than 3 days prior to building demolition activities, a qualified biologist shall conduct a pre-construction survey of all potential nesting habitat on the structure to be demolished and the surrounding areas for the presence of active nests. If active nests are found on the building or in the affected area, then demolition activities shall not proceed until the biologist verifies that all nests on the building are inactive.</li> <li>• After all surveys and/or nest deterrence activities are completed, the biologist shall complete a memorandum detailing the survey effort and results and submit the memorandum to the City within 7 days of</li> </ul>	<p>Conduct a nest survey where suitable nesting habitat remains for more than 15 days. Submit a memorandum after all surveys and/or nest deterrence activities are completed.</p>	<p>Prior to issuance of a building permit for the first phase of each building and at the beginning of each year of Project implementation between February and May. Submit memorandum within 7 days of survey completion.</p>		

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<b>Mitigation Measures</b>	<b>Action</b>	<b>Timing</b>	<b>Implementing Party</b>	<b>Monitoring Party</b>
survey completion.				
<p><b>BIO-3.2: Implement Bird-Safe Design Standards into Project Buildings and Lighting Design.</b> The Project Sponsor or its contractor shall implement the following measures to minimize hazards to birds:</p> <ul style="list-style-type: none"> <li>• Reduce large areas of transparent or reflective glass.</li> <li>• Locate water features, trees, and bird habitat away from building exteriors to reduce reflection.</li> <li>• Reduce or eliminate the visibility of landscaped areas behind glass.</li> <li>• Turn non-emergency lighting off at night, especially during bird migration season (February–May and August–November).</li> <li>• Include window coverings that adequately block light transmission from rooms where interior lighting is used at night and install motion sensors or controls to extinguish lights in unoccupied spaces.</li> <li>• Design and/or install lighting fixtures that minimize light pollution, including light trespass, over-illumination, glare, light clutter, and skyglow, while using bird-friendly colors for lighting when possible. San Francisco's Standards for Bird-safe Buildings document<sup>1</sup> provides a good overview of building design and lighting guidelines to minimize bird/building collisions.</li> <li>• Nighttime construction work near Pond R3 shall be avoided. If nighttime construction work cannot be avoided, lighting will be directed to the work area and away from habitat for the western snowy plover.</li> </ul>	Implement Bird-Safe Design Standards into building and lighting design.	Prior to issuance of building permit for building shell and duration of use of the building.	Project Sponsor	CDD
<b>HYDROLOGY AND WATER QUALITY</b>				
<b>IMPACT BEING ADDRESSED: Violation of Water Quality Standards or Waste Discharge Requirements. The Project could violate water quality standards or waste discharge requirements. (WQ-1)</b>				
<p><b>WQ-1.1: Implement Construction Dewatering Treatment (if necessary).</b> Dewatering treatment would be necessary if groundwater is encountered</p>	Implement construction	During	Project Sponsor / Project	CDD

<sup>1</sup> City and County of San Francisco. 2011. *Standards for Bird-Safe Buildings*. San Francisco Planning Department. July 14. Available: <[http://www.sf-planning.org/ftp/files/publications\\_reports/bird\\_safe\\_bldgs/Standards%20for%20Bird%20Safe%20Buildings%20-%202011-30-11.pdf](http://www.sf-planning.org/ftp/files/publications_reports/bird_safe_bldgs/Standards%20for%20Bird%20Safe%20Buildings%20-%202011-30-11.pdf)>.

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<p>during excavation activities, dewatering is necessary to complete the Project, or the dewatered water is discharged to any storm drain or surface water body. Because there is potential for groundwater to be contaminated with VOC's or fuel products at the Project site, the Project Sponsor would be required to comply with the San Francisco Bay RWQCB's VOC and Fuel General Permit (Order No. R2-2012-0012).</p> <p>If dewatering activities require discharges into the storm drain system or other water bodies, the water shall be pumped to a tank and tested for water quality using grab samples and sent to a certified laboratory for analysis. If it is found that the water does not meet water quality standards, it should either be treated as necessary prior to discharge so that all applicable water quality objectives (as noted in Tables 3.10-1 and 3.10-2) are met or hauled offsite instead for treatment and disposal at an appropriate waste treatment facility that is permitted to receive such water. Water treatment methods shall be selected that achieve maximum removal of contaminants found in the groundwater and represent the best available technology that is economically achievable. Implemented methods may include the retention of dewatering effluent until particulate matter has settled before it is discharged, the use of infiltration areas, filtration, or other means. The contractor shall perform routine inspections of the construction area to verify that the water quality control measures are properly implemented and maintained, conduct visual observations of the water (i.e., check for odors, discoloration, or an oily sheen on groundwater), and perform other sampling and reporting activities prior to discharge. The final selection of water quality control measures shall be submitted in a report to the San Francisco Bay RWQCB for approval prior to construction. If the results from the groundwater laboratory do not meet water quality standards and the identified water treatment measures cannot ensure treatment that meets all standards for receiving water quality, then the water shall be hauled offsite instead for treatment and disposal of at an appropriate waste treatment facility that is permitted to receive such water.</p>	<p>dewatering treatment if groundwater is encountered.</p>	<p>construction</p>	<p>Contractor(s)</p>	
<p><b><i>IMPACT BEING ADDRESSED: Impacts from Flooding. The Project could expose people or structures to a significant risk of loss, injury, or death</i></b></p>				

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Mitigation Measures	Action	Timing	Implementing Party	Monitoring Party
<b><i>involving flooding, including flooding as a result of the failure of a levee or dam, but would not place structures within a 100-year flood hazard area. (WQ-5)</i></b>				
<i>WQ-5.1: Flood-Proofing of Project Underground Infrastructure.</i> Prior to or, at a minimum, concurrent with the issuance of the first construction activity permit at the Project site, and in connection with applicable FEMA requirements, the Project Sponsor shall ensure that the Project incorporates design features, including storm drains, sewers, and equipment facilities, that would flood-proof underground infrastructure, thereby allowing it to withstand hydrostatic forces and buoyancy from SLR changes in groundwater levels. Onsite recycled-water wetland treatment areas shall be located at grade, with underground tanks placed in elevated areas to provide protection from the 100-year BFE plus 16 inches.	Incorporate design features to flood-proof below-ground infrastructure.	Prior to, or concurrent with, the issuance of the first construction permit	Project Sponsor	CDD / PW
<i>WQ-5.2: Provide Adequate Stormflow Conveyance Capacity for Sea-Level Rise Conditions at the Project Site.</i> Prior to or, at a minimum, concurrent with the issuance of the first construction activity permit at the Project site, the Project Sponsor shall provide current documentation in the form of a technical report to ensure that, as a result of Project design features, the storm drain system's existing conveyance capacity is not constricted by SLR at the outlets, including the offsite Chrysler pump station, as a result of the Project design.	Incorporate design features to ensure that storm drain system conveyance capacity is not constricted by sea level rise.	Prior to, or concurrent with, the issuance of the first construction permit	Project Sponsor	CDD / PW
<b><i>IMPACT BEING ADDRESSED: Cumulative Hydrology and Water Quality Impacts. The Project, in combination with other foreseeable development in the vicinity, could contribute considerably to cumulative impacts on water quality, groundwater recharge and supplies, storm drain capacity, or current flooding. (C-WQ-1)</i></b>				
Implement Mitigation Measure WQ-1.1	See above	See above	See above	See above
<b>HAZARDS AND HAZARDOUS MATERIALS</b>				
<b><i>IMPACT BEING ADDRESSED: Upset and Accident Conditions Involving Hazardous Materials. The Project could create a potentially significant hazard to human health and/or the environment involving the release of hazardous materials. (HAZ-2)</i></b>				
<i>HAZ-2.1: Soil and Groundwater Management.</i> Soil Management Plans that cover the entire Project site shall be prepared and implemented. These Soil Management Plans shall, as appropriate, incorporate the analytical	Prepare and implement soil	Prior to and during	Project Sponsor	CDD/DTSC

<b>FACEBOOK CAMPUS EXPANSION PROJECT MITIGATION MONITORING AND REPORTING PROGRAM</b>				
<b>Mitigation Measures</b>	<b>Action</b>	<b>Timing</b>	<b>Implementing Party</b>	<b>Monitoring Party</b>
results from the most recent groundwater monitoring event and soil investigations and include protocols for managing both known and potentially undocumented residual soil and groundwater contamination that may be encountered during Project construction, including naturally occurring asbestos. The Soil Management Plans shall include dust control measures that describe how construction and grading operations will minimize dust emissions and ensure that no equipment or operations will emit visible dust across the property line. Although naturally occurring asbestos has not been detected in the vicinity of Buildings 307-309, in accordance with CARB's Asbestos ATCM for Construction, Grading, Quarrying, and Surface Mining Operations, if naturally occurring asbestos is encountered during construction, then dust control measures must meet the requirements of an ADMP approved by the BAAQMD. These Soil Management Plans shall be approved by DTSC and implemented during Project construction.	management plans.	construction		
<i>HAZ-2.2: Additional Site Investigation.</i> If required by DTSC, additional site investigations shall be performed to delineate the source and extent of contamination on the Project site. At DTSC's discretion, these investigations may be incorporated into the Soil Management Plans required by DTSC for the Project site. The analytical results shall be compared to risk-based human health screening levels approved by DTSC. The site investigation(s) shall be prepared and evaluated by a licensed professional, and a technical report summarizing the field activities, results, and conclusion shall be submitted to DTSC for review and approval prior to issuance of building permits.	If required, conduct additional site investigations to delineate the source and extent of contamination and prepare a report.	Prior to issuance of building permits	Project Sponsor	CDD/DTSC
<i>HAZ-2.3: Remedial Action.</i> According to the results of additional site investigations (if any), the Project Sponsor shall coordinate with DTSC to select and implement remedial actions (as necessary) to protect future site users from conditions that could pose an unacceptable health risk. Remedial measures may include, but are not limited to, source removal of contaminated materials, in-situ treatment, engineering controls, and/or modification of institutional controls described in the existing LUC for the Project site. Remedial actions shall be implemented prior to building	Coordinate with DTSC to select and implement remedial actions (as necessary).	During implementation of the Soil Management Plans	Project Sponsor	CDD/DTSC



<b>FACEBOOK CAMPUS EXPANSION PROJECT                      MITIGATION MONITORING AND REPORTING PROGRAM</b>				
<b>Mitigation Measures</b>	<b>Action</b>	<b>Timing</b>	<b>Implementing Party</b>	<b>Monitoring Party</b>
occupancy. At DTSC's discretion, remedial actions may be completed during implementation of the Soil Management Plans required by DTSC for the Project site.				

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City of Menlo Park, California  
Transportation Division

# Neighborhood Traffic Management Program



City of Menlo Park  
Transportation Division  
November 16, 2004

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## INTRODUCTION

An increasing number of Menlo Park residents are concerned about vehicular traffic volumes and speeds in their neighborhoods. Safety conditions are of concern especially in the vicinity of schools. The City has responded to community concerns by installing traffic control devices, roadway features, as well as enforcement of traffic and parking regulations.

This Neighborhood Traffic Management Program (NTMP) is designed to provide consistent, citywide policies to neighborhood traffic management to ensure equitable and effective solutions. It represents the City of Menlo Park's commitment to enhance the safety and livability in its neighborhoods.

The information contained in this document aims at helping Menlo Park's residents in identifying appropriate traffic management measures to address neighborhood traffic issues. Traffic management measures consist of educational, enforcement, and physical measures used to influence the behavior of drivers (see TOOLBOX section in back of this document).

## PROGRAM PHILOSOPHY

- Stable residential neighborhood traffic requires efficient arterial and collector traffic flow to minimize incentives to cut through residential neighborhoods. The first line of defense against neighborhood traffic problems is an efficient arterial and collector grid.
- Streets are a community resource. Denial of public access by closing streets is not a goal of the Neighborhood Traffic Management Program (NTMP) except in cases of over-riding safety concerns. Furthermore, it is not the goal of the NTMP to modify traditional traffic patterns within a neighborhood or between neighborhoods.
- Residents of residential streets have a right to a safe and peaceful environment; right to a fair share of law enforcement resources; and, protection from disproportionate increases in undesirable traffic conditions.
- Residents of streets in the vicinity of traffic management project streets have a right to specified numerical limits to adverse consequences (traffic diversion or emergency vehicle delay, as an example) due to traffic controls on "project"



streets. This includes limits on cumulative effects from multiple traffic management measures.

- The public at large has an equal right to access public streets free of hazardous features designed to impede vehicular traffic.

## **PROGRAM GOALS**

The City of Menlo Park established its Neighborhood Traffic Management Program (NTMP) with a number of goals as follows:

- The primary goal of the NTMP is to correct demonstrably unsafe conditions, with priority to locations with higher accident incidences and higher measured speeds.
- A secondary goal of the NTMP is to provide residents of residential streets with protection and relief from disproportionate traffic increases.
- Provide a NTMP format that is responsive to all neighborhoods in the City of Menlo Park.
- Improve local residents' sense of well-being about their neighborhood streets and enhance traffic safety in residential areas.
- Incorporate the preferences and requirements of community members into the design and operation of streets within their neighborhoods.
- Provide objective criteria to help City staff prioritize projects.
- Ensure the program is cost effective by encouraging high standards of acceptance before trials are started.
- Clearly state procedures to avoid neighborhood divisiveness.

## PROGRAM OBJECTIVES

- Provide a format for citizen involvement in identifying traffic concerns and objectives, as well as the traffic management measures that best suit their neighborhood needs.
- Provide a process that includes clear opportunities for members of the affected community to either support or change the course of action with regard to the recommended plan, as well as temporary and permanent implementation of features.
- Integrate engineering, enforcement and education initiatives to encourage positive driver behavior in residential neighborhoods.
- Improve neighborhood livability by encouraging compliance with designated speed limits, and by possibly reducing posted speeds.
- Discourage cut-through traffic within residential neighborhoods.
- Maintain capacity and facilitate traffic flow on the City's arterial and collector roadways network.
- Effectively balance public safety interests including traffic mitigations and emergency response. In other words, recommend neighborhood traffic management plans that clearly address provisions for emergency response.

## PROGRAM GUIDELINES

***Compatibility with City Plans:*** Neighborhood traffic management projects are to be compatible with overall City transportation goals and objectives as set forth in the City's General Plan, Bicycle Plan, and adopted area plans.

***Compliance with Operational and Design Guidelines:*** Recommended traffic management measures must comply with applicable operational and design guidelines, including state and federal Manuals on Uniform Traffic Control Devices (MUTCD), the Institute of Transportation Engineers (ITE) manual on traffic calming, Caltrans Traffic Manual and Caltrans Highway Design Manual, the American Association of State Highway and Transportation Officials (AASHTO) Policy on Geometric Design of Highways and Streets, and the Americans with Disabilities Act requirements.





**City Liability:** Neighborhood traffic management plans must not result in unreasonable/unacceptable liability exposure for the City.

**Neighborhood Focus:** Implementation of traffic management plans will be undertaken on a neighborhood basis, rather than on a site or street specific basis, when excessive traffic volumes and/or speeds are expected to be shifted to other residential City streets.

**Cut-Through Traffic:** The NTMP is not used to upset traditional sharing of streets in neighborhoods or between adjacent neighborhoods. Neighborhood traffic management plans may be used to discourage extraordinary cut-through traffic from utilizing residential streets and route most through trips to state highways, as well as primary and minor arterial streets. This should be consistent with the functional roadway classifications identified in the City's General Plan. Cut-through traffic can be estimated based on an Origin-Destination (O-D) survey.

**Petitions and Surveys:** Definition of affected residents to include households and businesses of "project" streets, side streets within one block and streets likely to be adversely affected (i.e. diverted traffic, delayed emergency response, etc.) by traffic management measures, as determined by City staff.

- Petition to study: Supermajority of all Menlo Park households and businesses on "project" street as well as side streets within one block.
- Survey to test: Majority of all affected (as defined above) Menlo Park households and businesses, required before proceeding with installation.
- Survey to make permanent: Majority of all affected (as defined above) Menlo Park households and businesses is required.. This is done after 6-month trial period.

Surveys shall be mailed to each Menlo Park address within the study area. A follow up survey shall be mailed to those addresses that do not respond to the first survey. Only one survey from each household or business will count towards reported final results.

**Traffic Diversion:** All residential streets are protected by verifiable numeric limits to traffic diverted by NTMP projects, including cumulative diversion from a sequence of multiple projects. Verification requires that baseline volume counts be made for before/after comparison.



**Multi-Modal Traffic Movements:** Neighborhood traffic management plans and designs should integrate the travel needs of public transit, pedestrians and cyclists.

**Warrant Analysis:** Some traffic control devices, such as stop signs and traffic signals, may be installed when warrants are satisfied or when deemed appropriate by the City.

**On-Street Parking:** Some traffic management measures will require the removal of curb-side parking spaces. Parking loss at specific locations will be balanced with the neighborhood's desire to establish the traffic management measures.

**Commercial Vehicles:** Commercial vehicles and trucks will be routed onto the state highways and arterial streets per the City's adopted truck route map, even where such routing is not the shortest distance between two points.

**Emergency Response:** Emergency vehicle access and response should be preserved. To this end, the Fire District has developed a map shown on **FIGURE 1** indicating the primary routes of travel throughout the City of Menlo Park. The City will work with the Fire District to identify the potential delay (based on Fire District tests or generally accepted traffic engineering standards such as the ITE/FHWA Traffic Calming: State of the Practice's "Emergency Response Time Study Results") caused by each feature in the TOOLBOX, to be used for predicting net delay due to proposed projects. Predicted delays will take into account the range of possible profiles and dimensions of each feature in relation to the roadway and in relation to the characteristics of all vehicles to be affected. The net delay predicted for a project will be provided to residents along with other information on proposed installations. No project will be permitted which delays emergency response by more than one minute. The use of stop signs and all Level II features will be evaluated in consultation with the Fire District, and in consideration of the impacts on the Fire District's adopted emergency response times. Fire District officials will be notified if Level II measures are implemented on a trial or permanent basis. The same notification and consultation requirements shall apply to the Police Department

**Landscaping:** Agreements may be made with residents and/or neighborhood associations to pay for the landscaping and associated irrigation of Level II measures.

**Area Coverage:** The City may decide to combine two or more nearby projects in order to benefit a larger community, as well as to better investigate impacts throughout the neighborhood along with the most appropriate traffic management measures.

**Priority Ranking:** Level I projects will initially be carried out on a first-come first-served basis. Should a number of projects arrive around the same time, or as projects accumulate



on the City's work program, a priority ranking system may be triggered. At this point, projects will be ranked based on priority criteria, later detailed in this document, that contain factors such as collision history, pedestrian activity, as well as vehicular traffic volumes and speeds. The City's General Plan also prioritizes streets that are deemed to have unusual conditions, such as limited visibility of pedestrians, irregular roadway design features, or indication of unreported crashes. Level II projects will be ranked based on the criteria listed on Page 14, using the Prioritization Worksheet on Page 49.

**Funding:** The City will pursue funding through grants where possible to fund the implementation of neighborhood traffic management plans. Funding availability may affect timing of project implementation. Based on availability of funds, the more expensive projects may have lesser priority ranking in terms of implementation. More detailed information is later provided under a separate section on FUNDING.





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## GENERAL PLAN GUIDELINES

Traffic congestion usually occurs on highways and arterial roadways. In congested urban areas, vehicular traffic tends to cut-through residential streets to avoid the more congested main roadway network. The City of Menlo Park General Plan identifies a number of street classifications, namely freeways/expressways, primary arterials, minor arterials, collectors, and local streets. State freeways, expressways and arterials are designed for efficient movement of through traffic at speeds which are as high as can be reasonably allowed in view of safety considerations and, when applicable, the number of access locations (intersections, property driveways, etc.) being provided. Collector streets provide access to abutting land parcels and enable moderate quantities of traffic to move between local streets and the arterial street network. Local streets provide access to immediately adjacent properties and are typically designed to serve short trip lengths, and relatively low vehicular traffic volumes and speeds. This NTMP is intended for application on residential streets, which would include local and collector streets within the City of Menlo Park.

Policy II-A-7 of the City's General Plan states "All streets should operate with the Roadway Classification System Guidelines of the General Plan. To protect local streets, the City shall develop and implement a Residential Traffic Management Program that defines a process to initiate and evaluate neighborhood traffic issues, identifies acceptable levels of traffic volumes; speeds and diversion, and establishes a process whereby the City will use good faith efforts to implement all reasonable design and traffic management improvements to attain traffic volumes on local residential streets not to exceed 1,500 to 2,500 vehicles per day depending on the size and characteristics of the street. In order to determine priority of funding and urgency, the Residential Traffic Management Program shall include a point system that includes rating of streets based on such criteria as speed, volume, accidents, near-accidents, and pedestrian activities. Any proposed design or traffic management improvements should not divert a substantial volume of traffic to other Menlo Park streets of the same or lower classification. Any proposed design changes or traffic management improvements shall invite public input from all residents living on adjacent streets which might be affected by any traffic management improvements and/or design changes which could divert traffic onto their street".

Policy II-A-9 of the General Plan states "The City shall establish, as a priority, the protection of local streets in residential areas from excessive speeding and excessive volumes of through traffic. For the purposes of this policy 'through traffic' shall mean traffic having nor an origin nor a destination within the relevant neighborhood. Adequate capacity on arterial streets should be provided to encourage, to the extent possible, their use for Menlo Park residential traffic."



## TRAFFIC MANAGEMENT MEASURES

Depending on the nature of the request, City staff will recommend and/or assist the community in identifying appropriate traffic management measures. Selection of measures will be from one of two categories depending on the type and extent of the investigated issues. These two categories are as follows:

### Level I “Express”

Level I (a.k.a. “Express”) measures include education and enforcement initiatives. They also include engineering measures that are relatively low in cost and simple in their implementation. These engineering measures could be signing, striping, curb marking, changes in signal timing, and improvement in street lighting as listed below.

- Educational programs
- Targeted police enforcement
- Regulatory signs
  - Speed Limit signs
  - STOP signs
  - Truck restriction signs
  - Parking prohibition signs
- Static warning and specialty signs
  - High visibility signs
  - School Area signs
  - Pedestrian Crossing signs
  - Neighborhood information signs
- Special striping and markings
  - Reduced lane width/edge line
  - Marking of street narrowing features
  - High visibility crosswalks
  - Red curbs
- Dynamic speed signs
- Radar speed trailer
- Improvement to street lighting
- Addition or removal of turn lanes
- Changes in traffic signal timing
- Street Trees



## Level II

Level II measures are more restrictive traffic management features that may divert traffic and impact access to properties. Measures under this category are generally higher in costs and include the following:

- Flashing Beacons <sup>(1)</sup>
- Crosswalk Warning Systems <sup>(1)</sup>
- Textured pavement <sup>(1)</sup>
- Gateways and entry treatments
- Turn Prohibition signs
- Traffic circles
- Speed humps and cushions
- Speed tables and raised crosswalks
- Bulbouts, curb extensions, and chokers
- Median island slow points
- Chicanes and angle points
- Median barriers <sup>(2)</sup>
- Forced-turn channelization <sup>(2)</sup>
- Diagonal diverters <sup>(2)</sup>
- Half (one-way) street closure <sup>(2)</sup>
- Full street closure <sup>(2)</sup>

Notes:

(1) City staff has the discretion to take implementation of these features directly to City Council for approval without a neighborhood survey process.

(2) These Level II measures may cause significant traffic diversion to other roadways. These features are prohibited by the program philosophy statement barring use of the NTMP to modify traditional traffic patterns, except in cases of over-riding safety concern.

## GENERAL IMPACTS

Measures listed under Levels I and II are described in detail under the TOOLBOX section of this document. In addition to the information provided in the TOOLBOX,



general potential advantages and disadvantages associated with Level II features are listed below.

**Advantages:**

- Permanent solution with one time capital expenditure
- Reducing travel speeds
- Reducing traffic volumes
- Reducing pedestrian crossing distances
- Improving motorist-pedestrian visibility of each other
- Breaking-up driver sight-lines on straight streets
- Enhancing identity of residential neighborhoods
- Adding space for pedestrians, landscaping, or installation of decorative features
- Placing signs closer to driver's cone of vision
- Reducing the number and severity of collisions
- Reducing the need for police enforcement
- Discouraging commercial trucks from cutting-through residential neighborhoods

**Disadvantages:**

- Vertical features and sharp curves have negative impacts on response times of emergency vehicles, especially fire apparatus and ambulances
- Hindering the movements of transit buses and utility trucks
- May reduce vehicle or pedestrian visibility
- Inconveniencing local residents who are forced to drive longer and more circuitous routes to/from their homes
- Preventing left-turns at driveways and converting them to downstream U-turns
- Diverting vehicular traffic to other neighboring residential streets
- Increasing vehicle queue at intersections
- May increase risk to bicyclists, roller skaters, and physically challenged pedestrians
- Increasing traffic noise at the features due to vehicles braking, and driving over and around the physical features
- Loss of curb-side parking spaces adjacent to the features





- Liability exposure to the City that can be associated with vehicle damage, personal injury, or delay in response time of emergency vehicles
- May require reworking of surface drainage and other utilities
- Some features, such as speed humps, can cause negative visual impacts
- Expensive design and construction costs
- Increasing street maintenance costs that can be associated with landscaping, signing, markings, and replacement of damaged features

## QUALIFYING CRITERIA

Requests for neighborhood traffic management must satisfy at least one of the minimum qualifying criteria as noted below.

1. The 85<sup>th</sup> percentile speed must be in excess of the posted speed limit by more than 5 miles per hour (mph). The 85<sup>th</sup> percentile speed is the speed at, or below which 85% of motorists travel. In other words, this criteria aims at capturing the peak travel speeds.
2. The street is primarily residential in nature, is classified as a local street and has an average daily vehicular traffic volume that exceeds 1500 vehicles per day (vpd), or, is primarily residential in nature, is classified as a collector street and has an average daily vehicular traffic volume that exceeds 3000 vehicles per day (vpd).
3. Collision data during the last available 36 months demonstrates that the numbers of accidents are above the City-wide average for a similar type of street/intersection.



## LEVEL II PRIORITY CRITERIA

Level II projects will be prioritized based on the following qualifying criteria. (Level I projects will be completed on first-come first-served method. Should the City receive a number of projects around the same time, or as projects accumulate on the City's work program, a priority ranking system may be triggered.)

1. Collision History – Locations with a larger number of preventable collisions receive a higher priority ranking.
2. Travel Speeds - The greater the 85<sup>th</sup> percentile speed exceeds the designated speed limit by more than 5 mph, the higher the priority ranking.
3. Traffic Volumes - The greater the vehicular traffic volume the higher the priority ranking.
4. Pedestrian Facilities – Locations that lack pedestrian paths or sidewalks will receive a higher priority.
5. Schools and Activity Centers – Streets that serve as a primary route to schools and activity centers receive a higher priority ranking.

A sample prioritization worksheet describing the calculation of ranking points is attached for reference.

## NEIGHBORHOOD TRAFFIC MANAGEMENT PROGRAM PROCESS

Completion of a traffic management plan is described below.



### Process for Level I Measures (Express Process)

Implementation of Level I measures will follow the process described below.

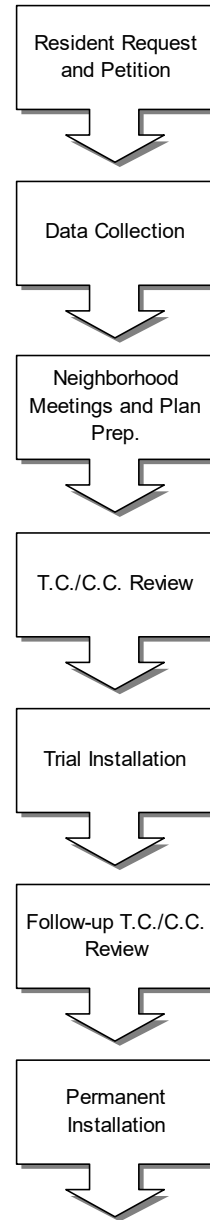
**Receipt of a Request:** A resident alerts the City about a problem area that involves speeding and/or large volumes of traffic, potentially associated with cut-through movements.

**Selection of Study Area and Submission of Neighborhood Action Request Form (NARF):** City staff will identify boundaries of the study area in consideration of the nature of reported traffic issues, requested corrective measures and areas potentially affected by diverted traffic, delayed emergency response or other consequences. At a minimum, the basic study area will include the project street and side streets within one block.

The person requesting the traffic management improvements will be responsible for completing a “Neighborhood Action Request Form” (NARF) which must include signatures from at least 60% of Menlo Park study area households and businesses. The completed form must include a written description of the location, nature of reported concerns, and requested corrective measures.

City staff may expand the study area/impacted area during any phase of the planning process prior to the implementation of features. This will take place if staff experience, gathered data or analysis results show that additional neighborhood streets may be impacted by any proposed feature. In some cases, the impacted area may include roadways under other City or county jurisdictions. In this situation, efforts will be made to coordinate with the other jurisdiction as appropriate to evaluate the plan impacts.

**Evaluation of NTMP Criteria:** City staff will undertake a cursory review of reported concerns including any needed data collection of collision statistics, and vehicular traffic volumes and speeds. This is to determine if raised traffic issues meet the NTMP qualifying criteria. If City staff determines that the reported traffic issues are not relevant to the NTMP, staff will either take no action or resolve issues without initiating the NTMP process. The contact resident will be notified if any action will be taken by the City.



**Project Prioritization:** Level I projects will be carried out on a first-come first-served basis in consideration of availability of City staff and availability of project funding.

**Transportation Commission Meeting:** The City's Transportation Commission will schedule a neighborhood meeting for each selected project. The meeting will be held to discuss reported traffic concerns and issues. It is important that the Transportation Commission hears the different views and experiences of the neighbors, as well as results of the preliminary City staff evaluation. Through this process, a shared definition of the reported issues can be developed, along with desired outcomes and applicable solutions that can be further investigated. The Transportation Commission has the discretion to deny the request, recommend an alternative action, or continue to pursue Level I measures. Residents disagreeing with the decision of the Transportation Commission may appeal to the City Council.

**City Staff Review and Recommendation:** City staff will prepare an existing conditions traffic analysis report, and recommend feasible Level I measures. Staff recommendations will be based on multi-modal traffic data, visibility conditions, any performed traffic control warrant analyses, land uses within the impacted area, emergency service routes, public transit routes, etc. This review is essential to reduce the potential for plans being advanced that are not feasible or warranted, or the implementation of measures that may need to be removed at some future time.

**Transportation Commission Review:** The City's Transportation Commission will review the staff report, and either deny or approve staff's recommendations.

**City Council Review:** City Council will review the staff report and Transportation Commission recommendation. The Council will either deny, recommend plan revisions, or approve its temporary implementation for a minimum four-month trial period. If approved, the Council will also decide if recommended measures should have a follow-up review after at least four months of their implementation.

**Implementation of Level I Measures:** If approved by the City Council, Level I traffic management options such as the installation of signing or pavement markings will be implemented within six weeks of the Council's meeting (whenever possible).

**Follow-Up Review:** In the case that the City Council's decision included a follow-up review, City staff will perform "After" studies following at least four months of implementing the Level I measures. Based on these "After" studies, staff will recommend either removing or retaining the Level I measures and may also recommend continuing the process on a Level II basis.



**City Council Review:** The City Council will review the staff follow-up analysis and associated recommendations. The Council will either deny or approve the staff’s recommendations resulting in retaining the Level I measures on a permanent basis, removing the measures, or continuing the process associated with Level II features.

### Process for Level II Measures

Implementation of Level II measures will follow the process described below.

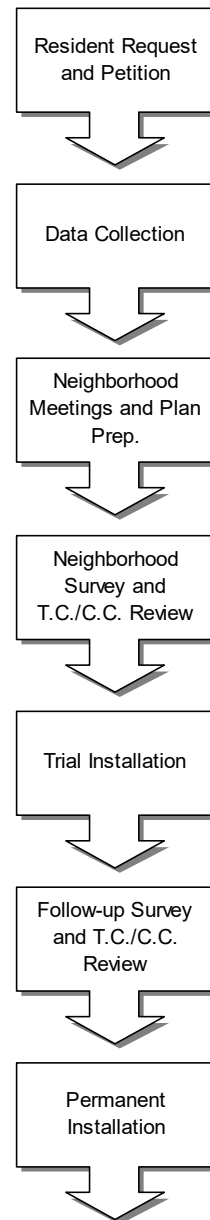
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The person requesting the traffic management improvements will be responsible for completing a “Neighborhood Action Request Form” (NARF) which must include signatures from at least 60% of Menlo Park study area households and businesses. The completed form must include a written description of the location, nature of reported concerns, and requested corrective measures.

City staff may expand the study area/impacted area during any phase of the planning process prior to the implementation of features. This will take place if staff experience, gathered data or analysis results show that additional neighborhood streets may be impacted by any proposed feature. In some cases, the impacted area may include roadways under other City or county jurisdictions. In this situation, efforts will be made to coordinate with the other jurisdiction as appropriate to evaluate the plan impacts.

**Evaluation of NTMP Criteria:** City staff will undertake a cursory review of reported concerns including any needed data collection of collision statistics, and vehicular traffic volumes and speeds. This is to determine if raised traffic issues



meet the NTMP qualifying criteria. If City staff determines that the reported traffic issues are not relevant to the program, staff will either take no action or resolve issues without initiating the NTMP process. The contact resident will be notified if any action will be taken by the City.

***Project Prioritization:*** City staff will proceed to rank Level II projects based on the aforementioned priority criteria and attached prioritization worksheet. A ranking list of all Level II NTMP requests will be confirmed with the City's Transportation Commission on an annual basis. The Transportation Commission will schedule neighborhood meetings to address projects based on their approved priority ranking, availability of City staff, and availability of project funding.

***Transportation Commission Meeting:*** The City's Transportation Commission will schedule the first neighborhood meeting for each selected project. The meeting will be held to discuss reported traffic concerns and issues. It is important that the Transportation Commission hears the different views and experiences of the neighbors, as well as results of the preliminary City staff evaluation. Through this process, a shared definition of the reported issues can be developed, along with desired outcomes and applicable solutions that can be further investigated. The Transportation Commission has the discretion to deny the request, recommend an alternative action, or continue to pursue Level II measures. Residents disagreeing with the decision of the Transportation Commission may appeal to the City Council.

***Neighborhood Traffic Committee:*** Depending on the size of the project area and level of community participation, there may be a need to form a Neighborhood Traffic Committee (NTC) with representatives of the different community interests. This is to enable the community representatives to work closely with City staff, elected representatives, and other project stakeholders throughout the planning process. The public will be given notice of all meetings of the NTC. The meetings will be open to the public.

***Detailed Data Collection and Analysis:*** City staff will conduct detailed data collection that may include speeds, volumes, collision history, and other information needed to define the problem and later measure the success of the plan. The City may approach neighborhood representatives for volunteers to assist with the data collection. Enough data will be collected and evaluated to provide an accurate picture of the current conditions throughout the neighborhood. Performed analysis will help determine if/which Level II measures are warranted. This review will include items such as conformance with the state and federal laws, the City's General Plan, type and function of streets involved, compliance with engineering regulations, existing traffic conditions,



and projected traffic conditions, potential for traffic diversion to other residential streets and estimated delay of emergency vehicles.

**Consultation with Project Stakeholders:** Consultation with Police and Fire Departments will take place to determine if the street is a critical emergency vehicle response route, and therefore not eligible for certain features. Consultation will also take place with Santa Clara Valley Transportation Authority (VTA), SamTrans, school district, and any other service provider affected by the requested traffic management plan. Should the plan area contain designated bicycle routes or streets that are heavily used by pedestrians, this task may also involve consultation with bicycle and pedestrian activists.

**Development of Draft Traffic Management Plan (TMP):** City staff with the help of qualified consultants, if needed, will develop a draft neighborhood traffic management plan (TMP) based on the information gathered and desires of residents and other project stakeholders. The TMP will be based on the NTMP Program Goals, Objectives, and Guidelines, as well as approved measures included in the traffic management TOOLBOX.

**Neighborhood Meeting(s):** Once a draft TMP is prepared, City staff will hold a meeting with the NTC and other project stakeholders in order to obtain input on the level of their acceptance and needed plan changes. More than one neighborhood meeting may be held as necessary.

**Resident Survey for Trial Installation:** A survey describing the investigated issues and proposed TMP will be circulated to Menlo Park households and businesses throughout the study area. Goals, benefits, estimated costs, and potential delay to emergency vehicles will be stated in the survey. Support by at least 51% of households and businesses, based on the total number of surveys sent, must be demonstrated through this process prior to considering plan implementation. A second survey shall be circulated to those addresses that do not respond to the first survey. If supported by 51% of households and businesses as described above, the TMP will proceed for review by the City's Transportation Commission.

**Transportation Commission Review:** The City's Transportation Commission will review the TMP, and recommends either plan revisions, or Council approval for temporary implementation of the plan on a six-month trial basis. Based on the Commission's decision, necessary revisions will be made to the TMP.

**City Council Review:** City Council will review the prepared TMP along with its background information. The Council will either deny, recommend plan revisions, or



approve its temporary implementation for a six-month trial period. Based on the Council's direction, necessary revisions will be made to the TMP.

**Temporary Installation:** Subject to Council approval, recommended Level II measures will be installed using temporary materials at City expense for a trial period of six months when appropriate environmental clearances have been obtained. Emergency response access will be tested for various design options in the field using a response apparatus. Modifications will be made if necessary to ensure conformance to emergency response delay limits (stated elsewhere in this document). Depending on the type of traffic management feature, temporary materials may not be available that sufficiently replicated the permanent measure. Therefore, the trial installation may be constructed of permanent materials with the provision that it may be removed at the end of the trial period.

**Follow-up Review:** "Interim" studies will be conducted within six months of the installation of temporary features. The "Interim" studies should be comparable with the initial data collection and may include speed surveys, volume counts, and if feasible, an origin-destination survey. These follow-up studies will be conducted to evaluate the measures of success defined in advance by the NTC and to learn more about how individual features and a system of features affect drivers' behavior. This information can be used to determine whether the NTC's desired outcomes have been achieved. The follow-up studies will also be used to determine if the traffic problem has shifted to other neighborhood streets.

The Portland Impact Threshold Curve will be used to determine acceptability of diverted traffic. On each street receiving diverted traffic, acceptability will be based on the net diverted traffic from the current project plus all preceding projects under the NTMP. If the current project causes the net cumulative diverted traffic on any street to exceed the limit, the installation of temporary features will be modified to reduce the cumulative diversion to within acceptable limits.

Traffic volume shifts that exceed the thresholds contained in Menlo Park's Transportation Impact Analysis Guidelines regarding local streets may be considered potentially significant environmental impacts and may require additional environmental studies.

**Resident Survey for Permanent Installation:** At the conclusion of the trial period, a survey will be sent to study area households and businesses to determine whether they consider the Level II traffic management plan measures to be successful and if they wish them to be implemented on a permanent basis. Results of the "After" studies, including numerical results, will be conveyed to study area households and businesses to assist them in making this decision. The survey language will explain and graphically show the





location and nature of proposed changes. Support by at least 51% of households and businesses, based on the total number of surveys sent, must be demonstrated through this survey process prior to considering permanent implementation. A second survey shall be circulated to those addresses that do not respond to the first survey.

**Transportation Commission Review:** After reaching community consensus in favor of the permanent implementation of features, the City's Transportation Commission will vote to approve or deny this recommendation. The Commission recommendation for permanent implementation will proceed to the City Council.

**City Council Review:** City Council will review the Commission's recommendation and decide to either deny or approve the permanent establishment of measures. Based on the Council's decision, the temporary traffic management features will be either removed or replaced with permanent features.

**Permanent Implementation:** If permanent implementation is decided, detailed design drawings are prepared either in-house or by a qualified consultant. As part of the approval process of these design plans, consultation takes place with utility companies. The final engineering drawings will be made available to the neighborhood prior to the actual construction to ensure that they represent what was agreed to by the NTC. This is important to ensure that there are no surprises once construction starts. Residents also need to be aware in advance of the impacts of construction (noise, dust, potential traffic rerouting, etc.) and the anticipated construction schedule to minimize frustrations during the actual construction. Once funding is secured, permanent construction of the Level II measures can then take place by an approved contractor under an encroachment permit from the City. Twelve months after the measures have been implemented the City will again evaluate the measures to determine how individual features and a system of features affect drivers' behavior.

## REMOVAL OF PERMANENT FEATURES

Removal of a previously approved traffic management plan will require the same process be followed that was used to install the plan initially. If a 51% majority of households and businesses, based on the total number within the study area, decide later that the permanent features are not desirable, staff will present the removal request to the City Council for final approval.

If the feature conflicts with access to a new development, it will be the responsibility of the developer to modify, relocate or remove the feature. Removal in this case should be a last resort and a replacement for public benefit will be required.



## **PROGRAM REVIEW PROCESS**

The planning process itself is important to the success of the overall Neighborhood Traffic Management Program. Therefore, it must be flexible and adaptive to communities needs. After the completion of any TMP, the City may review the planning process and identify appropriate changes that would enhance and improve the process.

## **FUNDING**

Multiple requests for nearby locations may be combined by staff into a single request for a neighborhood project. If staff determines that a project will be too large for the available budget, the project may be divided into increments if practical. If a large project exceeds the budget and is not divisible, the project will be placed on the next capital fund request list for approval of budget by City Council. Staff may also seek outside funding, such as state and federal grants, for the project.

The City has determined that high aesthetic/low maintenance designs are preferred to reduce the future burden on City forces to maintain traffic management features. These types of features could, for example, be decorated with colored stones/bricks. As an alternative, they could include landscaping and irrigation systems, both of which require continuous maintenance in perpetuity. If the community desires that measures be landscaped, individuals or groups of property owners may fund the construction of landscaping and irrigation.



## GLOSSARY

**Access** – Ingress and egress movements at a property, street, or neighborhood

**Cut-Through Traffic** – Volume or percentage of traffic originating outside of the neighborhood and going to a destination outside of the neighborhood.

**Mid-block** – Any point between successive intersections along a street.

**mph** – Miles per hour

**MUTCD** – Federal Manual on Uniform Traffic Control Devices

**NARF** – Neighborhood Action Request Form

**NTC** – Neighborhood Traffic Committee

**NTMP** - Neighborhood Traffic Management Program

**O-D Survey** – Survey typically used to determine the volume or percentage of cut-through traffic on a particular street, or within a neighborhood. For example, two count stations can be set at each end of a studied street. Depending on the directional traffic volumes, one or two persons can write down the time and license plate of each vehicle accessing the count stations. By comparing the data from the two stations, it can be determined the percentage of cut-through traffic (vehicles that entered at one end of the street and exited at the other end within a short time interval without having intermediate stops).

**Speed Survey** – Survey of vehicles to determine the speeds at which motorists travel. Speed surveys can be carried out using a radar gun, or Automatic Traffic Recorders (ATRS) commonly known as count tubes.

**TMP** – Traffic Management Plan. Concept for a specific geographic study area, developed in conformity with the NTMP to address traffic management concerns of a neighborhood.

**vpd** – Vehicle per day



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## TRAFFIC MANAGEMENT MEASURES TOOLBOX

Traffic management is the combination of educational, enforcement, and physical measures that reduce the negative effects of motor vehicle use, alter driver behavior, improve safety for non-motorized street users, and improve neighborhood livability. Public education aims at changing behaviors of drivers, pedestrians and bicyclists through enhancement of their knowledge, awareness, courtesy, and sense of responsibility. Enforcement enlists the assistance of the Police Department to focus enforcement efforts on problem areas and increase public awareness of speeding problems. Engineering includes design and implementation of roadway features and physical elements such as speed humps and street narrowing features. Of the three traffic management areas, public education and enforcement should be implemented before engineering improvements.

The following pages describe and illustrate traffic management plan measures that may be used on residential local and collector streets in Menlo Park. Not all measures that may be acceptable are desirable in all situations. For example, some measures are not acceptable for use on collector streets or on some local streets determined by the Fire District to be important emergency response routes. The determination of which measure best suits which application will be worked out between neighborhood residents, the city, and Fire District, following the guidelines and qualifying criteria described in the Neighborhood Traffic Management Program document. Many of the measures described herein may be used in combination with each other, and there are also many design variations of each measure.

Traffic management measures in this inventory are listed generally in order of increasing effectiveness at reducing the volume of shortcutting traffic and/or speeds. The least effective measures are usually passive in nature, meaning that drivers can choose whether or not to obey them. The most typical examples of passive measures are traffic signs and striping. The next level includes active measures that physically constrain the driver to certain paths or areas in the roadway. The most desirable and effective active measures are those that force drivers into horizontal or vertical movement, therefore causing drivers to reduce speed--the primary objective of traffic calming. Reduced speed generally translates into increased safety and civil driving, as well as increased travel time that, in turn, may decrease traffic volumes because drivers may abandon a slower route. Some examples of these measures are traffic circles and speed humps. The most drastic active measures are those that partially or completely block traffic movements, with dramatic effects on traffic volume and the incidence of speeding. Forced-turn channelization, median barriers, diverters, one-way closures, and full street closures are examples of this type of measure. Dramatic active measures will generally not be considered or permitted except in cases of over-riding safety concern. Furthermore, their



use may require amendments to the City's General Plan, environmental impact analysis, or other forms of detailed and lengthy investigation and approval requirements.

## **PUBLIC EDUCATION**

In addition to Engineering and Enforcement, traffic management through neighborhoods can sometimes be achieved through public education. Common driver behavioral issues include speeding within school zones, red light running, violations of stop control, and violation of pedestrian right-of-way at crosswalks. Pedestrians also jaywalk and violate drivers' right-of-way. Some bicyclists, for example, choose to ride their bicycles on sidewalks, thereby endangering pedestrians' safety.

Many public education programs are already conducted within the City of Menlo Park which includes:

- Bicycle rodeos at local schools sponsored by the Transportation Division and Police Department
- Free helmet programs sponsored by the Transportation Division and Police Department
- Bicycle safety classes sponsored by members of the Bicycle Commission
- Bike to Work Day/Week
- Bike/Walk to School Day and workshops

The following are sample of education initiatives that could be implemented.

- Media advertisements in radio, newspaper press releases and cable TV broadcasts. Other publicity efforts could occur at community events, neighborhood signing, flyers to constituents, postings at bus shelters and on buses, and online information.
- Presentations and circulation of information at neighborhoods, business groups and community organizations.
- School safety education at elementary, middle and high schools. Safety education at elementary schools could consist of classroom and field training for students, as well as circulation of educational materials for parents. The focus of these initiatives would be pedestrian and bicycle safety, safety patrol training, proper student pick-up and drop-off practices, comply with reduced speed limits in school zones, etc. Middle and high school presentations, could be undertaken by traffic safety officers, are geared towards developing in new drivers a proper



respect for traffic laws and understanding the dangers of inappropriate driving behavior.

- Neighborhood pledge program. Residents are asked to sign a pledge on safe and courteous driving. Each resident is also given a bumper sticker identifying him/her as a “pace” car driver. By setting the example for proper driving, the vehicle sets the pace or speed for other vehicles on the road by requiring cars behind the pace car to also drive within the speed limit.
- Enlisting corporate sponsorships.
- Encouraging surrounding cities and other public agencies to partner in educational initiatives.

Possible educational messages could be:

- For motorists to choose walking, bicycling, or riding transit as an alternative to driving
- For pedestrians to cross only at intersections and marked crosswalks.
- For pedestrians to step into the street only after checking of upcoming traffic including turning vehicles.
- For pedestrians to walk facing vehicular traffic along roadways that do not have sidewalks.
- For pedestrians and cyclists to wear bright colors and carry a flashlight/bicycle light when walking or cycling in the dark.
- For pedestrians to watch for entering and exiting cars at parking lots.
- For pedestrians not start crossing at signalized intersections when a flashing “DON’T WALK” is displayed.
- For drivers to slow down if they cannot see clearly because of poor lighting or weather conditions.
- For drivers to give the right-of-way for pedestrians crossings even if the crosswalk is not marked.
- For drivers to obey posted speed limits.
- For drivers to be especially attentive around schools and parks.
- For drivers to stop at red lights and stop signs.
- For cyclists to share the road with vehicular traffic and not cycle on sidewalks or against traffic.

Examples of Enforcement and Engineering measures follow. The photos and graphics are provided for the purpose of illustrating the different types of measures. They do not constitute engineering design recommended for any specific location in Menlo Park.



*(Pages 26-45 only available in hardcopy)*



**NEIGHBORHOOD ACTION REQUEST FORM**  
**Neighborhood Traffic Management Program (NTMP)**

Contact Name: \_\_\_\_\_ Organization (if applicable) \_\_\_\_\_.

Day Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_ Today's Date: \_\_\_\_\_.

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_.

Affected Area is Bounded by: \_\_\_\_\_.

Location of Concern: \_\_\_\_\_.

Description of Concerns Reported at this Location:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Suggested Change or Improvement (signs, striping, curb marking, enforcement, parking prohibition, etc.). Please refer to Levels I and II of the City's NTMP.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location Map Attached

Sketch of Problem Area Attached

FOR STAFF USE ONLY		Date Received:	Tracking Number:
Review Action:	Forward to Engineer Review	Forward to Transportation Commission	
Action Taken:	Staff Action	Transportation Commission Action	City Council
Action Description:			
W/O Number:		Requested on:	
Applicant Notified of Outcome on:		Completed on:	



## **INSTRUCTIONS FOR COMPLETING NARF PETITION**

Staff will prepare the petition for the applicant by completing the following:

- 1 - Staff to fill in the description of concerns from NARF application.
- 2 - Staff to attach a map of the project study area and a sketch of the problem area.

NTMP applicant will complete the following:

- 1 - Make multiple copies of the petition sheet as needed.
- 2 - Circulate petitions to obtain signatures from at least 60% of households and businesses in project study area identified on the attached map
- 3 - Only one petitioner per household or business is permitted.
- 4 - Ensure that the petitioner includes their printed name, address, signature and date. Each petitioner must also initial the last column to signify they have read the entire petition and reviewed the attached map. Telephone number is optional but is requested if needed to verify petition information.
- 5- Deliver the original copy of completed petition to the City's Transportation Division at 701 Laurel Street, Menlo Park, CA 94025-3483.



**CITY OF MENLO PARK**  
**NEIGHBORHOOD ACTION REQUEST FORM PETITION**  
**Neighborhood Traffic Management Program (NTMP)**  
**Level I Traffic Management Features**

Signature Collector Name: \_\_\_\_\_ Day Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

We, the undersigned, request a Transportation Commission meeting to address the following traffic concern described below and located within the geographic area shown on the attached map.

**CITY STAFF TO INSERT DESCRIPTION OF CONCERNS FROM NARF**

	Print Name	Address	Phone (Optional)	Initial *
	Signature		Date	
1.				
2.				
3.				
4.				
5.				

\* By initialing the last column, I certify that I have read this entire petition including maps of the proposed traffic management features.

**CITY OF MENLO PARK  
 NEIGHBORHOOD ACTION REQUEST FORM PETITION  
 Neighborhood Traffic Management Program (NTMP)  
 Level II Traffic Management Features**

Signature Collector Name: \_\_\_\_\_ Day Phone: \_\_\_\_\_

·

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

·

We, understand that by signing this petition that we are initiating a process that may result in significant changes to local streets. We request a Transportation Commission meeting to address the following traffic concern described below and located within the geographic area shown on the attached map.

**CITY STAFF TO INSERT DESCRIPTION OF CONCERNS FROM NARF**

	Print Name	Address	Phone (Optional)	Initial *
	Signature		Date	
1.				
2.				
3.				
4.				
5.				

\* By initialing the last column, I certify that I have read this entire petition including maps of the proposed traffic management features.

**PRIORITIZATION WORKSHEET  
Neighborhood Traffic Management Program (NTMP)**

This worksheet will be completed by the City of Menlo Park staff in accordance with the City’s NTMP. It will be used to prioritize the potential initiation of specific neighborhood traffic management processes. The highest scoring residential street will get the highest ranking and so forth.

Date: \_\_\_\_\_  
 Name of Neighborhood: \_\_\_\_\_  
 Limits of Study Area: \_\_\_\_\_  
 Total Estimated Score: \_\_\_\_\_

**COLLISION HISTORY:**

- 1 to 3 preventable collisions in a 3-year period = 6 points
- 4 to 5 preventable collisions in a 3-year period = 9 points
- More than 5 preventable collisions in a 3-year period = 12 points -----

**RESIDENTIAL TRAFFIC VOLUMES:**

**A Local Street**

**A Collector Street**

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Less than 1,500 vpd = 0 points</li> <li>• 1,500 to 2000 vpd = 4 points</li> <li>• 2,000 to 2,500 vpd = 8 points</li> <li>• Greater than 2,500 vpd = 12 points -----</li> </ul> | <ul style="list-style-type: none"> <li>• Less than 3,000 vpd = 0 points</li> <li>• 3,000 to 3,500 vpd = 4 points</li> <li>• 3,500 to 4,000 vpd = 8 points</li> <li>• Greater than 4,000 vpd = 12 points -----</li> </ul> |
|---|--|

**TRAVEL SPEEDS:**

- 85<sup>th</sup> percentile speed > 57mph over the speed limit = 5 points
- 85<sup>th</sup> percentile speed > 10 mph over the speed limit = 10 points -----

**PEDESTRIAN FACILITIES:**

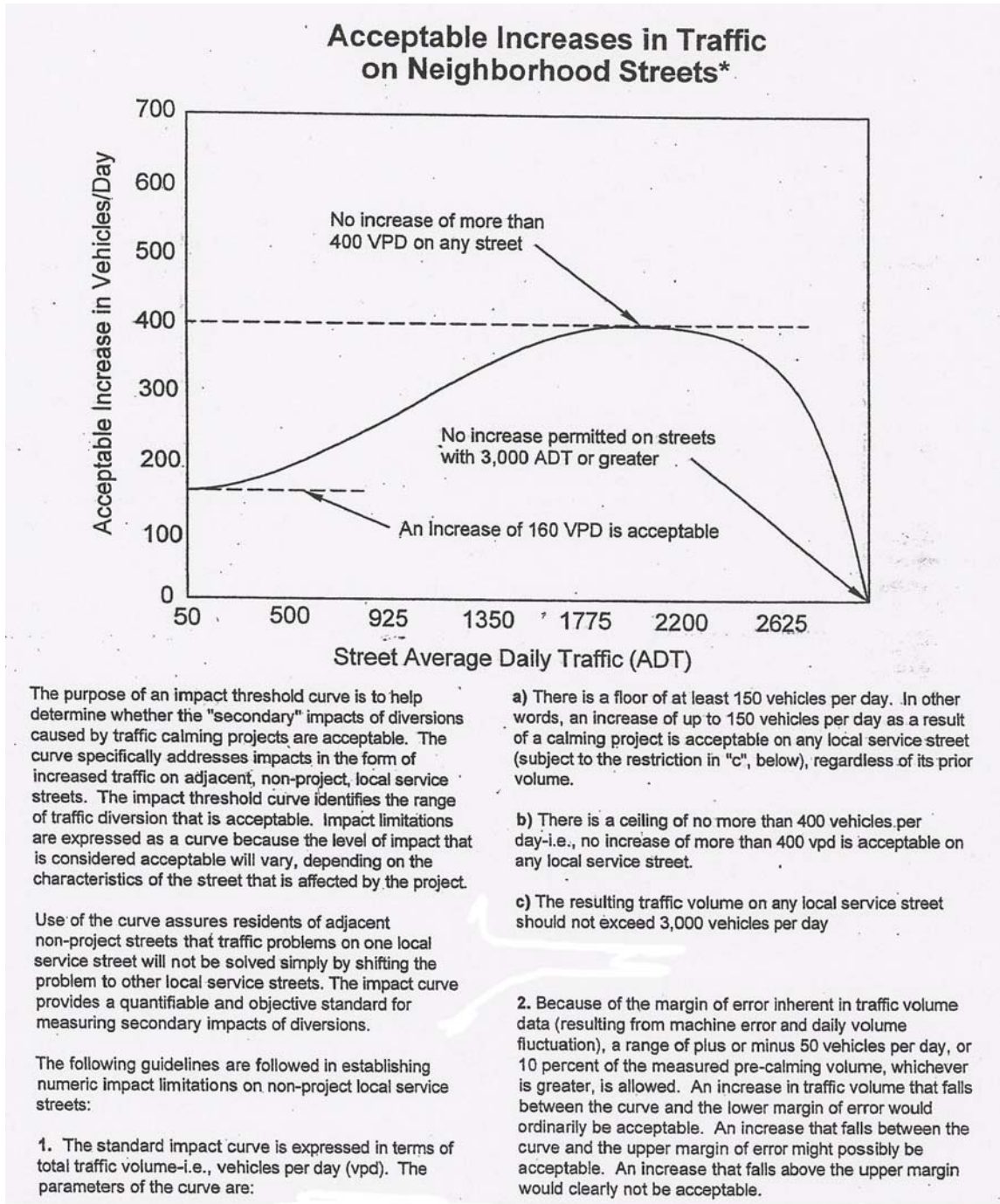
- The pedestrian space is substantially usable = 0 points
- The pedestrian space needs improvement = 3 points
- There is no pedestrian space available = 6 points -----



**SCHOOLS AND ACTIVITY CENTERS:**

- The street is a primary access route to public transit = 2 points
- The street is a primary access route to an activity center = 4 points
- The street is a primary route to a school = 6 points -----

**TOTAL PROJECT POINTS**



## Portland Impact Threshold Curve

## CREDITS

### **NTMP STEERING COMMITTEE MEMBERS:**

Rhoda Alexander, Menlo Park Transportation Commission  
Don Brawner, Menlo Park Transportation Commission  
Eric Doyle, Menlo Park Transportation Commission  
David Roise, Menlo Park Bicycle Commission  
Randy Shurson, Menlo Park Fire Protection District

City of Menlo Park Staff:

Bruce Goitia, Menlo Park Police Department

Kent Steffens, Director of Public Works  
Jamal Rahimi, Transportation Manager  
Rene Baile, Transportation Engineer

Consultant:

James E. West, Kimley-Horn and Associates, Inc.



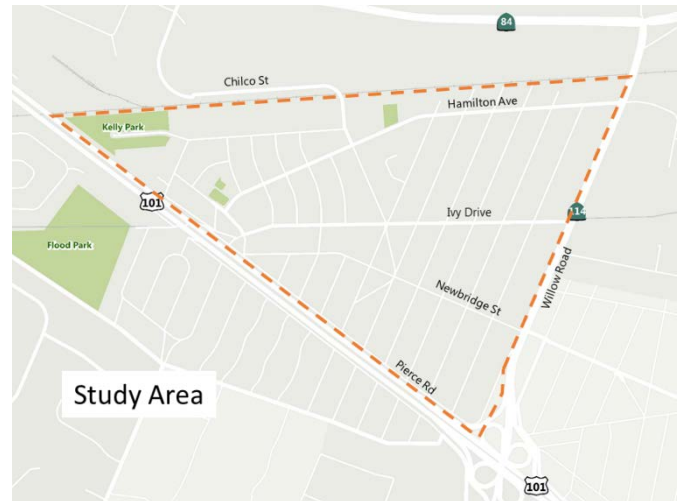
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## BELLE HAVEN NIEGHBORHOOD TRAFFIC MANAGEMENT PLAN

### PURPOSE

The Belle Haven Traffic Calming Study is a required transportation mitigation from the *Facebook Campus Expansion Project Environmental Impact Report, September 2016*. Mitigation TRA-3.1 includes the coordination with City and local stakeholders to fund, develop and implement a Neighborhood Traffic Management Plan (NTMP) in the Belle Haven Neighborhood to address cut-through traffic on Chilco Street, Hamilton Avenue, Newbridge Street, and Ivy Drive. The Belle Haven neighborhood is defined as the area bounded by Willow Road on the East, the Dumbarton Rail Corridor on the north, and US 101 on the South.



The following scope of work outlines the tasks needed to develop the NTMP.

### TASK 1 - COMMUNITY INVOLVEMENT / PUBLIC MEETINGS

Working with City staff, the consultant will develop a Neighborhood Traffic Working Group (NTWG) with representatives of different community stakeholder groups, including residents, the Belle Haven Homeowners Association, the Peninsula Boys and Girls Club, and Belle Haven School. The NTWG members will provide input to the City staff and consultants throughout the study via participation in small group meetings or through direct contact. The NTWG will serve as a sounding board for the community to the study team, but will not replace community-wide meetings or opportunities for input.

There will be two public community meetings during the study:

- Preliminary NTMP Meeting:** The purpose of this meeting will be to provide a summary of the findings of the data collection effort and to present preliminary set of potential options for traffic calming within the neighborhood. Based on the feedback from the community, a refined NTMP will be developed for community approval and a trial implementation. Along with community feedback, the final plan approval and implementation process of any traffic calming measures will generally comply with the City's Neighborhood Traffic Management Program. The Program is designed to provide consistent, citywide policies to neighborhood traffic management to ensure equitable and effective solutions.

- **NTMP Evaluation Meeting:** After the trial period is up, a survey of the residents will be conducted and a follow up meeting will be held to determine how the various elements of the NTMP are working. If needed, refinements or modifications to the plan will be developed and implemented for review before any permanent installations.

These meetings will be organized, hosted, and publicly noticed by the City. The meetings will be held in locally available venues to maximize local community involvement, such as the Onetta Harris Community Center, Menlo Park Senior Center or the Belle Haven Neighborhood Services Center & Substation. Meetings between the consultant, City staff, and the NTC will be on an as-needed basis.

In addition to the community meetings, there will be two publicly noticed meetings with the Complete Streets Commission (CSC) and two publicly noticed meetings with the City Council (CC) during the course of the project. The first meetings with the CSC and CC will be held prior to implementing the trial period. The initial meetings will present the data collected, existing conditions, and proposed plan for approval. The second meetings with the CSC and CC will occur after the trial period, prior to implementation of the final plan. The second meetings will present the findings of the trial period, resident surveys, and any modifications recommended for the final plan.

## TASK 2 - DATA COLLECTION – BEFORE AND AFTER STUDIES

The data collection effort will be performed in two steps documenting traffic patterns before and after the implementation of the traffic calming improvements. The “before” study will capture the existing traffic patterns and will be used to design the traffic calming program. Field observations will be made within the study area including the area surrounding Belle Haven Elementary School. The “After” study will be performed at least four weeks after the traffic calming improvements are in place to determine the effectiveness of the plan. The “Before” and “After” studies will collect the same data as outlined below:

- **Roadway Segments** (24-hour traffic volumes at all locations and speed) – 7-days
  - Chilco Street between Terminal & Railroad Crossing
  - Chilco Street between Hamilton Avenue & Ivy Drive
  - Hamilton Avenue between Hazel Street & Sage Street
  - Hamilton Avenue between Carlton Avenue & Madera Avenue
  - Newbridge Street east of Carlton Avenue
  - Newbridge Street between Hollyburne Avenue & Windermere Avenue
  - Carlton Avenue between Hamilton Avenue & Ivy Drive
  - Carlton Avenue between Ivy Drive & Newbridge Street
  - Pierce Road between Hollyburne Avenue & Windermere Avenue
  - Willow Road between Hamilton Avenue & Ivy Drive

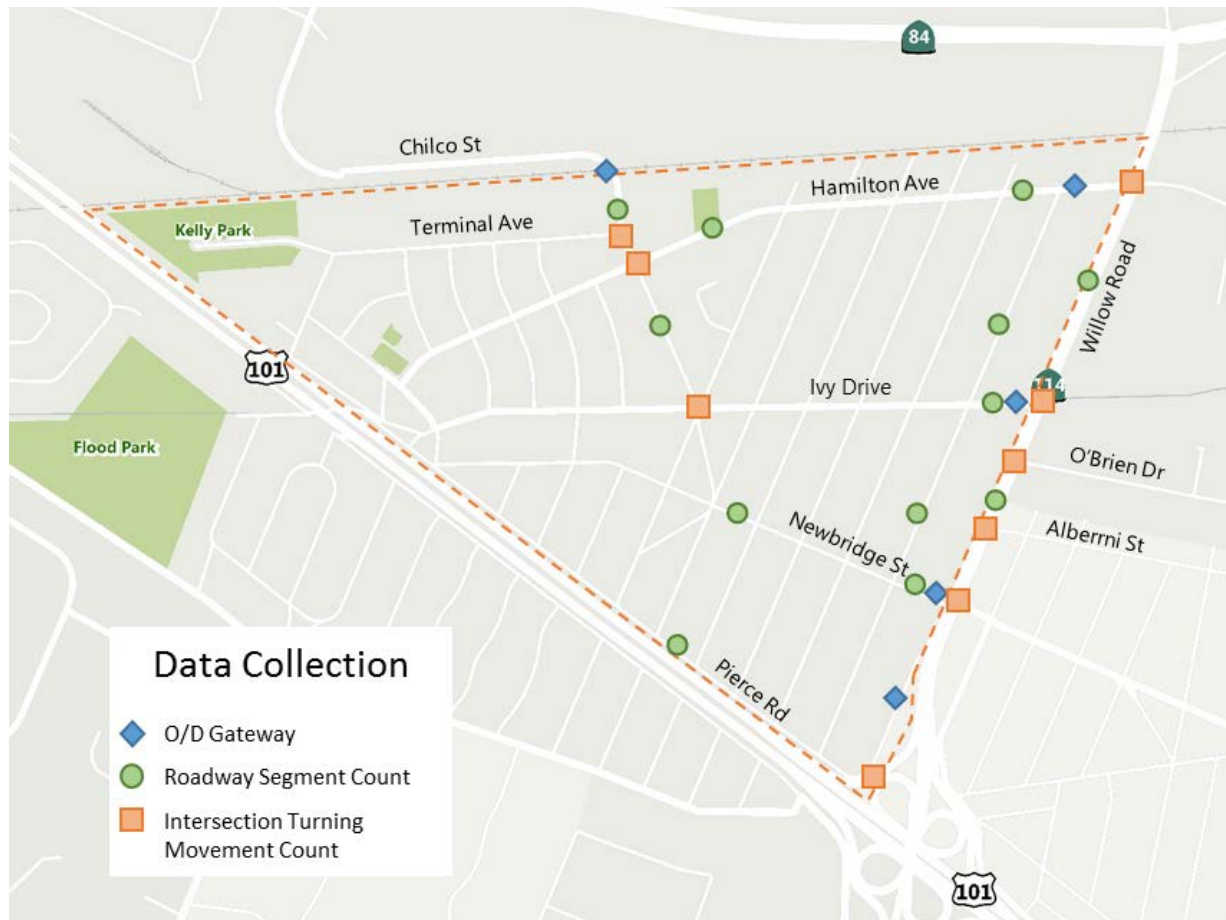
- Willow Road between Ivy Drive & Newbridge Street
  
- **Origin / Destination Study** (Peak Period<sup>1</sup> Surveys) – 2 mid-week days
  - Chilco Street at Dumbarton Rail Crossing
  - Hamilton Avenue east of Carlton Avenue
  - Ivy Drive east of Carlton Avenue
  - Newbridge Street east of Carlton Avenue
  - Pierce Road (inbound only)
  
- **Vehicular/Pedestrian/Bike Intersection Turning Movement** (Peak Period<sup>2</sup> Surveys) – 1 mid-week day
  - Chilco Street and Terminal Avenue
  - Chilco Street and Hamilton Avenue
  - Chilco Street and Ivy Drive
  - Ringwood Avenue - Ivy Drive and Market Place
  - Willow Road and Hamilton Avenue
  - Willow Road and Ivy Drive
  - Willow Road and O'Brien Drive
  - Willow Road and Alberni Street
  - Willow Road and Newbridge Street
  - Newbridge Street and Pierce Road
  
- **Transit Ridership** (Boarding/Alighting) – Weekday and Weekend
  - SamTrans
  - Dumbarton Express
  - ACE
  - City of Menlo Park

The data above will be collected to establish the roadway and intersection volumes and the amount of traffic with origins and destinations within the study area or passing through the study area. Therefore, the data collection methodology needs to have sufficient detail to make these determinations. It is assumed that transit ridership data will be provided by the transit service providers listed above.

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<sup>1</sup> Peak Periods: Morning 7:00 – 10:00 am, Mid-day 11:00 – 2:00 pm, Evening 4:00 – 7:00 pm

<sup>2</sup> Peak Periods: Morning 7:00 – 10:00 am, Mid-day 11:00 – 2:00 pm, Evening 4:00 – 7:00 pm



### TASK 3 - DRAFT NEIGHBORHOOD TRAFFIC MANAGEMENT PLAN

Using the existing data collected in Task 2, the consultant will prepare a draft NTMP that is consistent with the policies and guidelines outlined in the City of Menlo Park's *Neighborhood Traffic Management Programs; 2004*. The NTMP shall consider Level I and Level II physical measures as outlined in the City NTMP guidelines. In addition, the program could also consider virtual measures such as mobile applications or indirect feedback that might influence travel behavior such as mode choice, departure time, route choice and driving style.

The draft NTMP will include a map showing the locations of each traffic calming element and typical installations for each traffic calming device. Each improvement will be assessed to determine the feasibility to construct it in the proposed location. The plan will also include recommend any potential virtual measures that may be used reduce trips or alter travel behavior, such as working with navigation app providers. Regardless of the measure or improvement, the consultant will coordinate with the Menlo Park Fire Protection District to review any potential effects on emergency vehicle access or response times.

Once the draft NTMP has been reviewed by the City staff, the plan will be presented to the community for review and comment at the second community workshop. The consultant will use the community input from the meeting to refine the draft NTMP prior to Complete Streets Commission and City Council consideration and approval before implementing the traffic calming improvements.

**Deliverable:** Draft NTMP with appropriate text, tables, and figures that documents findings of the “Before” data collection effort and provides a description of the proposed traffic calming improvements to control cut-through traffic in the Belle Haven neighborhood.

## TASK 4 – TRIAL NTMP INSTALLATION

The consultant will prepare the needed design documents for up to eight types of traffic calming improvements at up to twenty locations recommend in the NTMP. These installations could include, but would not be limited to, speed tables, raised crosswalks, speed limit feedback signs, or traffic circles. The consultant will coordinate with City staff regarding whether the improvements will be installed with temporary or permanent materials. It is assumed no topographical surveying will be required. The 65% design documents will be submitted to the City of Menlo Park for review and comment. Following the review and comment the consultant will prepare 95% design documents for final review and approval. The consultant will incorporate any final changes based on the 95% review and submit final design documents. The consultant should attend up to two (2) coordination meetings with the Menlo Park Fire Protection District as part of this task.

The consultant will be present to make field observations at the time the trial study is initially implemented and, if needed, will be available to make adjustments to the proposed improvements.

**Deliverable:** Design documents (65%, 95% and Final) that can be used to implement the proposed traffic calming improvements described in the NTMP. The design documents will include any needed plans and specifications as well as an engineering estimate of the construction costs for the improvements.

## TASK 5 – COMMUNITY SURVEY & AFTER STUDY

The consultant will work with City staff to develop a community survey to evaluate the draft NTMP to determine the effectiveness of the program in reducing cut-through and resident mobility. The survey will be distributed to Belle Haven residents six months after the installation of the NTMP improvements. The survey will gather sufficient information from the community to determine the success of the improvements in terms of reducing cut-through and maintaining resident mobility (access).

Near the time that the community survey is circulated, the consultant will perform the “After” studies described in Task 2. The “After” study data will be summarized and compared to the findings from the “Before” studies. A presentation will be prepared for use in the third community meeting showing the Before/After comparison and the results of the community survey. The purpose of the third community

meeting will be to receive comments on how well the traffic calming plan is controlling cut-through traffic. If needed, the comments from the community will be used to refine the NTMP elements.

**Deliverable:** Presentation summarizing the "Before" and "After" conditions and an evaluation of the NTMP improvements. The presentation will be presented at the third community meeting.

## TASK 6 – FINAL NEIGHBORHOOD TRAFFIC MANAGEMENT PLAN

Any refinements coming out of the community meeting will be prepared by the consultant and reviewed by both the City staff and the NTWG. Based on the nature and extent of the refinements, City staff and the NTC will make a decision whether there is a need to have a fourth (optional) community meeting regarding the changes to the NTMP.

**Deliverable:** Memorandum documenting the NTMP process, data collection, and evaluation of the trial results.

## TASK 7 – PERMANENT NTMP INSTALLATION

As needed, the consultant will prepare final design documents for up to eight permanent traffic calming improvements based on the final NTMP. These installations could include, but would not be limited to, speed tables, raised crosswalks, speed limit feedback signs, or traffic circles. The consultant will coordinate with City staff regarding whether the improvements will be installed with temporary or permanent materials. It is assumed no topographical surveying will be required. The 65% design documents will be submitted to the City of Menlo Park and the Fire Department for review and comment. Following the review and comment the consultant will prepare 95% design documents for final review and approval. The consultant will incorporate any final changes based on the 95% review.

**Deliverable:** Design documents (100%) that can be used to implement the proposed traffic calming improvements described in the NTMP. The design documents will include any needed plans and specifications as well as an engineering estimate of the construction costs for the improvements. Once the City has provided comments on the design documents, the consultant will prepare a final set of plans for construction of the improvements.

## ADDITIONAL SERVICES

If more than one trial implementation is needed, it will be considered an additional service. These additional services would include any new data collection, surveys, and design costs. In addition, if a fourth community meeting is requested, this would be considered an additional service.



## STAFF REPORT

### City Council

**Meeting Date:** 10/17/2017

**Staff Report Number:** 17-250-CC

**Consent Calendar:** **Adopt a resolution designating the Public Works Director as the City's Agent for the Chrysler Stormwater Pump Station grant funding application**

### Recommendation

Staff recommends that the City Council approve a resolution designating the Public Works Director as the City's Agent with the Federal Emergency Management Agency (FEMA) and the California Governor's Office of Emergency Service (Cal OES), as required per the Hazard Mitigation Grant Program.

### Policy Issues

As the City's Agent, the Public Works Director would be able to engage with FEMA and Cal OES for the purpose of obtaining federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

### Background

The Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 was passed by Congress "to provide an orderly and continuing means of assistance by the Federal Government to State and local governments in carrying out their responsibilities to alleviate the suffering and damage which result from such disasters." Today, it is the system through which assistance, both financial and physical, is provided by FEMA when a disaster or emergency is declared by the U.S. President. Through this effort, FEMA established the 404 Hazard Mitigation Grant Program that provides funding to state agencies and local governments for projects designed to reduce the impacts of future disasters. In California, administration of these funds is through the Cal OES Hazard Mitigation Grant Program Unit. The City's Chrysler Stormwater Pump Station project qualifies for grant funding under this program.

In 2015, staff began evaluating options for the replacement of the Chrysler Stormwater Pump Station, which is located at located at 1221 Chrysler Drive near the Bayfront Expressway and drains 297 acres that are primarily located in the Bayfront area. Originally built in 1958, the existing pump station protects the area from the 10 year flood event. Due to its age, however, the facility has reached the end of its useful life. As part of the plans to replace the facility, the new pump station is being designed with a larger pumping capacity which would increase the level of flood protection to the area from the 10 year to the 100 year event. The new pumps are also being designed to discharge flow against rising water levels in San Francisco Bay associated with sea level rise. In addition, the pump station structure is to sit 24 inches above the 100 year base flood elevation, complying with the sea level rise zoning requirements for the area. Since the existing pump station is in a prominent location next to the Menlo Gateway Development, an agreement was made with the Bohannon Development Company to set the new pump station further back from Chrysler Drive and to incorporate an exterior design of the building's walls that is being designed by and paid for by the Bohannon Development Company.



The estimated project cost for the Chrysler Stormwater Pump Station project is \$7.1 million. On May 2, 2017, City Council approved a project budget of \$6.2 million, leaving a \$900,000 shortfall. Without additional funding, however, the project would be built to provide protection from the 10 year event, with the potential for future modifications to provide protection from the 100 year event.

**Analysis**

On June 15, 2017, the City submitted a Notice of Interest (NOI) to the 404 Hazard Mitigation Grant Program for the Chrysler Stormwater Pump Station project. Grant funding would address the project funding shortfall and ensure a high level of flood protection to the area. Cal OES approved the NOI in September, which allows staff to submit a full application for grant funding by November 1, 2017. Under this program, eligible projects could receive up to \$3 million in grant funding.

City staff is currently in the process of preparing the grant application, which requires a resolution to designate a particular City staff member as the City’s agent. Once submitted, the grant review and award process can be expected to take a minimum of four months. However, Cal OES has indicated that the timeframe can extend for a significantly longer period of time.

One requirement of the grant is that the City cannot commence construction until final approval of the funds. The City is working closely with the Bohannon Development Company to coordinate the construction of the Menlo Gateway and Chrysler Stormwater Pump Station projects.

**Impact on City Resources**

On May 2, 2017, City Council approved the following funding strategy for the project:

Item	Cost Estimate
<b>Total Project Cost*</b>	<b>\$7,100,000</b>
<b>Project Funding:</b>	
FY 2016-17 City Council approved funding	\$200,000
Bohannon Development Company Contribution (estimated)	\$500,000
Use of unassigned General Capital Fund fund balance	\$2,800,000
Transfer from the Highway User’s Tax Fund’s unassigned fund balance	\$1,300,000
Transfer from the General Fund unassigned fund balance	\$1,400,000
<b>Remaining funds needed for construction</b>	<b>\$900,000</b>

\*Bohannon’s involvement is increasing the cost and revenue by approximately \$500,000, which reflects the cost of the exterior design for the pump station.

Any funds received from the 404 Hazard Mitigation Grant Program would be used to offset the remaining needed to construct the project to provide flood protection from the 100 year event and to return approximately \$2 million to the General Fund Capital Improvement Program fund for future projects.

**Environmental Review**

On May 2, 2017, the City Council determined that the Chrysler Stormwater Pump Station project is categorically exempt under Class 2 (Section 15302, “Replacement or Reconstruction”) of the current California Environmental Quality Act Guidelines.





**Public Notice**

Public Notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

**Attachments**

A. Resolution

Report prepared by:  
Azalea Mitch, City Engineer

Reviewed by:  
Justin Murphy, Public Works Director

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**DESIGNATION OF APPLICANT'S AGENT RESOLUTION  
Hazard Mitigation Grant Program and Pre-Disaster Mitigation Program**

BE IT RESOLVED BY THE City Council OF THE City of Menlo Park  
(Governing Body) (Name of Applicant)

THAT Public Works Director  
(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the City of Menlo Park, a public entity  
(Name of Applicant)  
established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Service.  
for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief  
and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the City of Menlo Park, a public entity established under the laws of the State of California,  
(Name of Applicant)

hereby authorizes its agent(s) to provide to the California Governor's Office of Emergency Service for all matters pertaining to such state  
disaster assistance the assurances and agreements required.

**Please check the appropriate box below:**

This is a universal resolution and is effective for all open and futures Disasters/Grants up to three (3) years following the date of approval  
below.

This is a Disaster/Grant specific resolution and is effective for only Disaster/Grant name/number(s) \_\_\_\_\_

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(Name and Title of Governing Body Representative)

\_\_\_\_\_  
(Name and Title of Governing Body Representative)

\_\_\_\_\_  
(Name and Title of Governing Body Representative)

**CERTIFICATION**

I, \_\_\_\_\_, duly appointed and \_\_\_\_\_ of  
(Name) (Title)

City of Menlo Park, do hereby certify that the above is a true and correct copy of a  
(Name of Applicant)

Resolution passed and approved by the City Council of the City of Menlo Park  
(Governing Body) (Name of Applicant)

on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

## **Cal OES Form 130** **Instructions**

**A new Designation of Applicant’s Agent Resolution is required if the previously submitted document is older than three (3) years from the last date of Board/Council approval.**

When completing the Cal OES Form 130, Applicants should fill in the blanks on page 1. The blanks are to be filled in as follows:

### **Resolution Section:**

**Governing Body:** This is the individual or group responsible for appointing and approving the Authorized Agents. Examples include: Board of Directors, City Council, Board of Supervisors, etc.

**Name of Applicant:** This is the official name of the non-profit, agency, city, county or special district that has applied for the grant. Examples include: City of Sacramento; Sacramento County; or Los Angeles Unified School District.

**Authorized Agent:** These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the California Governor’s Office of Emergency Service regarding grants applied for by the Applicant. There are two ways of completing this section:

1. **Titles Only:** If the Governing Body so chooses, the titles of the Authorized Agents should be entered here, not their names. This allows the document to remain valid if an Authorized Agent leaves the position and is replaced by another individual. If “Titles Only” is the chosen method, this document must be accompanied by a cover letter naming the Authorized Agents by name and title. This cover letter can be completed by any authorized person within the agency (e.g.; City Clerk, the Authorized Agent, Secretary to the Director) and does not require the Governing Body’s signature.
2. **Names and Titles:** If the Governing Body so chooses, the names and titles of the Authorized Agents should be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document or their title changes.

**Governing Body Representative:** These are the names and titles of the approving board members. Examples include: Chairman of the Board, Superintendent, etc. The names and titles cannot be one of the designated Authorized Agents.

### **Certification Section:**

**Name and Title:** This is the individual that was in attendance and recorded the Resolution creation and approval. Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person cannot be one of the designated Authorized Agents to eliminate “Self Certification.”



## STAFF REPORT

### City Council

**Meeting Date:** 10/17/2017

**Staff Report Number:** 17-249-CC

**Consent Calendar:** Authorize the City Manager to enter into maintenance agreements required by conditions of approval of the Facebook projects

### Recommendation

Staff recommends that the City Council authorize the City Manager to enter into maintenance agreements as required by conditions of approval of the Facebook projects.

### Policy Issues

City council authorization is required to allow the City Manager to enter into agreements. The current practice is to authorize the City Manager to amend this agreement on a project-by-project basis. As a policy matter, the Council could consider authorizing the Public Works Director to negotiate maintenance requirements for all projects or projects under a certain dollar amount or projects of certain types. Staff intends to present the Council with options to consider this in the coming months in an attempt to streamline the Caltrans encroachment permit issuance process.

### Background

On November 1, 2016, the City Council approved all requested land use entitlements, environmental review, and agreements for the Facebook Campus Expansion Project located at 301-309 Constitution Drive, and introduced the ordinances rezoning the property and approving the Development Agreement. On November 15, 2016, the City Council adopted the Rezoning and Development Agreement Ordinances. These actions completed the land use entitlement and environmental review process for the project. In December 2016, the City issued permits for the construction of Building 21 (Phase 1) of the project.

Due to a delay in when TE Connectivity (Facebook's tenant) is expected to vacate the site, Facebook has modified the project site plan to allow for TE Building 305 to continue to be located on site, while allowing for the concurrent construction and occupancy of Building 22. Therefore, on February 7, 2017, Hibiscus Properties, LLC on behalf of Facebook, submitted an application to amend the approved Conditional Development Permit (CDP) for the Facebook Campus Expansion Project and commence the associated environmental review. The City is currently reviewing the project plans, supporting documents, and conducting the environmental review for the requested CDP amendment.

### Analysis

The project is required to complete a number of offsite improvements as identified in the Development Agreement and CDP, which are intended to improve circulation and increase capacity on streets, and upgrade pedestrian and bicycle facilities. The improvements include work within both the City right of way

and Caltrans right of way. Caltrans will require maintenance agreements with the City for improvements in Caltrans right of way as a condition of issuing permits to complete the construction, and the City will pass some of these maintenance obligations on to Facebook. The City will also require Facebook to maintain some improvements in the City right of way, including those improvements that include non-standard design elements. Attachment A is provided for context to show the locations of the various offsite improvements. It does not necessarily correlate to the maintenance agreements that may be required

**Caltrans Maintenance Agreement**

The City has an existing agreement “Maintenance of State Highways in City of Menlo Park” with Caltrans, which was executed in 1972. The agreement defines the maintenance responsibilities of both the City of Menlo Park and the State of California, and is updated when new infrastructure is built. Since the Facebook improvements are on different schedules and are tied to different project milestones, it is likely that several amendments to the master agreement will be required in the coming months. The following is a partial list of improvements required to be completed by Facebook that are within the Caltrans right of way.

Location	Description
Bicycle/Pedestrian bridge over Bayfront Expressway	Cleaning repairs of new bicycle/pedestrian bridge
Bayfront Expressway and Willow Road	Lengthened right turn pocket and dedicated receiving lane on Bayfront Expressway
Chilco Street and Constitution Drive	Traffic signal, provision of three southbound lanes on Chilco Street
Pierce Road approach to Ringwood Overcrossing	Installation of bicycle boulevard treatments on Hamilton between Chilco Street and the pedestrian/bike overcrossing of US 101
Northbound access to the project site for bicyclists	Provision of facilities for northbound bicyclists to cross Willow Road and access the project site
Bayfront Expressway and new access	Installation of curb cuts, driveway, signal, and frontage improvements

The existing Caltrans maintenance agreement will need to be amended to include these improvements. The City will coordinate with Caltrans to finalize the terms of the amendments. Staff recommends the City Council authorize the City Manager to enter into the amended maintenance agreements with Caltrans, with final approval of the agreement terms by the City Attorney.

**Maintenance Agreements with Facebook**

The City will be entering into maintenance agreements with Facebook for the improvements within Caltrans right of way. In addition, there are required improvements within City right of way that Facebook will be required to maintain. Staff is recommending the City Council authorize the City Manager to enter into maintenance agreements as necessary with Facebook.

**Impact on City Resources**

The staff time associated with the review and preparation of the agreements is fully recoverable through fees collected from the applicant.

## **Environmental Review**

Environmental review is not required for this action.

## **Public Notice**

Public Notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

## **Attachments**

A. Map of Offsite Improvements

Report prepared by:  
Theresa Avedian, Senior Civil Engineer

Report reviewed by:  
Nicole H. Nagaya, Assistant Public Works Director

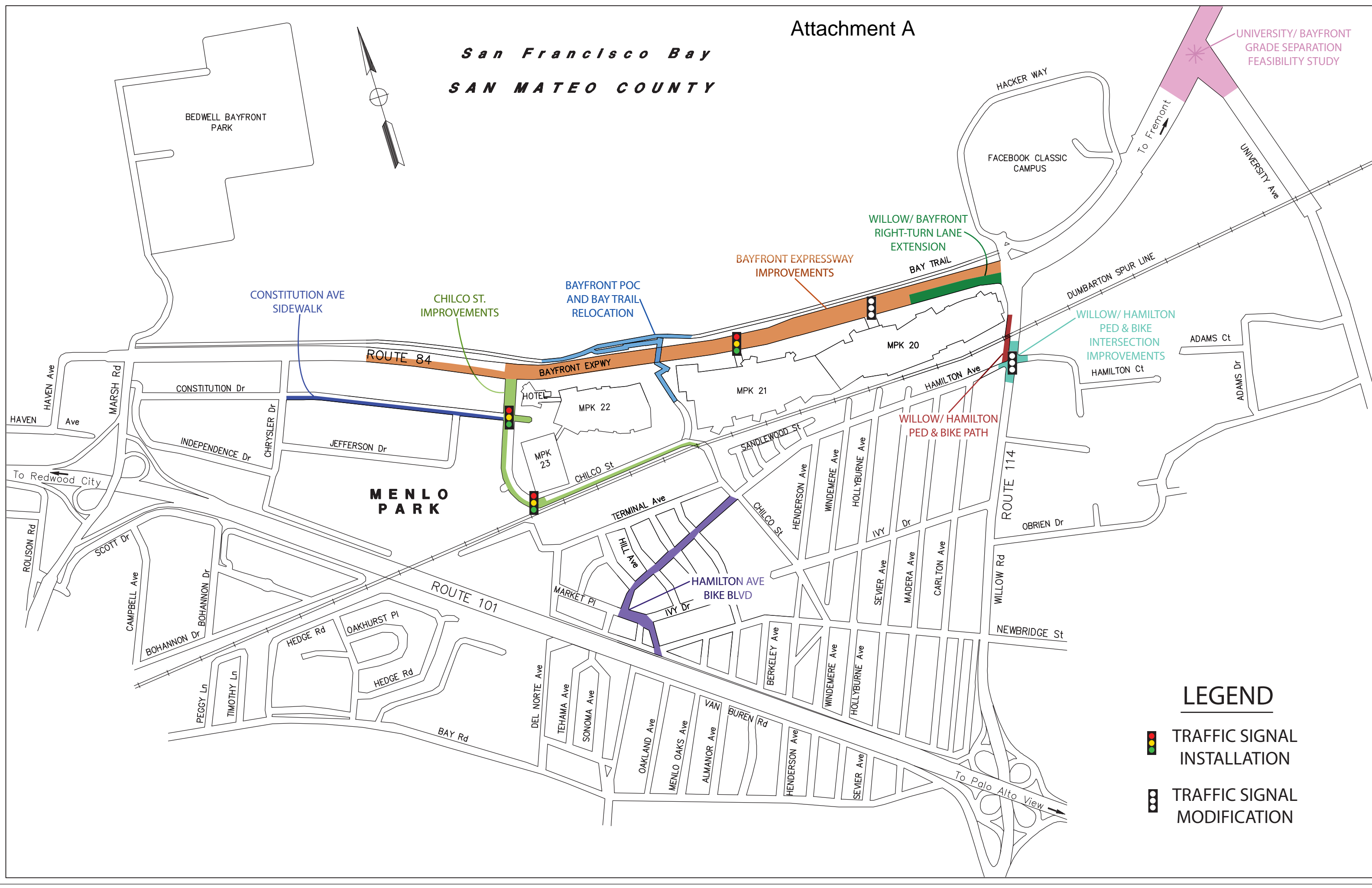
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Attachment A

San Francisco Bay  
SAN MATEO COUNTY

UNIVERSITY/ BAYFRONT  
GRADE SEPARATION  
FEASIBILITY STUDY



CONSTITUTION AVE  
SIDEWALK

CHILCO ST.  
IMPROVEMENTS

BAYFRONT POC  
AND BAY TRAIL  
RELOCATION

BAYFRONT EXPRESSWAY  
IMPROVEMENTS

WILLOW/ BAYFRONT  
RIGHT-TURN LANE  
EXTENSION

WILLOW/ HAMILTON  
PED & BIKE  
INTERSECTION  
IMPROVEMENTS

WILLOW/ HAMILTON  
PED & BIKE PATH

HAMILTON AVE  
BIKE BLVD

LEGEND

 TRAFFIC SIGNAL  
INSTALLATION

 TRAFFIC SIGNAL  
MODIFICATION

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## STAFF REPORT

### City Council

**Meeting Date:** 10/17/2017

**Staff Report Number:** 17-247-CC

**Public Hearing:** **Adopt a temporary 45-day interim urgency moratorium ordinance on the establishment of commercial cannabis land uses and outdoor personal cannabis cultivation**

### Recommendation

Staff recommends the City Council adopt an ordinance for a temporary 45-day interim urgency moratorium on the establishment of commercial cannabis land uses and outdoor personal cannabis cultivation. If approved by a 4/5<sup>th</sup> vote, the ordinance is effective immediately and will be in effect for 45 days. The ordinance will return to the City Council on November 14, 2017, and if also approved by a 4/5<sup>th</sup> vote, can be extended for an additional 22 months and 15 days.

### Policy Issues

The recommended action is consistent with the direction provided by the City Council at its September 12, 2017 meeting. The attached ordinance does permit the personal possession and cultivation of up to six living marijuana plants as allowed for by state law and for the delivery of medical cannabis as directed by the City Council.

### Background

As noted in the September 12, 2017 staff report, on November 8, 2016 the voters in the State of California passed Proposition 64 or the Control, Regulate and Tax Adult Use of Marijuana Act (AUMA). The AUMA took effect on November 9, 2016 with the State of California having until January 1, 2018 to develop regulations to monitor the cultivation, testing, manufacture, and dispensing aspects of the new law. While previous legislation regulated the medical use of marijuana, AUMA legalized the non-medical use of marijuana. AUMA makes it legal for person 21 years or older to:

1. Smoke or ingest marijuana and marijuana products;
2. Possess, process, purchase, transport, obtain or give away to persons 21 years or older 28.5 grams (1 oz.) of marijuana or 8 grams of concentrated marijuana, including as contained in marijuana products; and
3. Possess, plant, cultivate, harvest, dry or process up to six living marijuana plants for personal use.

Marijuana in excess of 28.5 grams that is produced by plants kept pursuant to the personal cultivation provisions of the AUMA must be kept in a locked space on the grounds of a private residence that is not visible from a public place. Medical marijuana may be consumed by those 18 and older or as young as 14 years old with parental/guardian permission.

Senate Bill 94 (SB 94) was signed by Governor Brown on June 27, 2017 and immediately became effective. Before SB 94, medical cannabis was regulated by the Medical Cannabis Regulation and Safety Act

(MCRSA) and non-medical cannabis was regulated by AUMA. SB 94 blends together medical and non-medical cannabis regulations by repealing the MCRSA and inserting certain licensing provisions from the MCRSA into the AUMA. SB 94 requires a local jurisdiction to provide within 60 days to the newly created Bureau of Cannabis Control a copy of any ordinance related to commercial cannabis activity and the contact information for the person designated by the local jurisdiction to serve as the contact person regarding commercial cannabis activity within the jurisdiction. Further modifications to SB94 may be adopted in fall 2017.

## **Analysis**

As discussed at the September 12<sup>th</sup> meeting and as described in the attached ordinance, cannabis land uses are a new and emerging land use. By imposing a moratorium on land uses such as personal outdoor cultivation, commercial cultivation and retail dispensaries, it will allow the City time to review the potential community impacts in other municipalities permitting recreational and medical cannabis land uses. Those impacts could include excessive water and electricity usage, odor and the potential for criminal activity related to cash-only businesses. It will also allow for discussions with San Mateo County and other local communities to develop a cohesive regional approach for cannabis land uses. Relatedly, since the September 12<sup>th</sup> meeting, the City of Mountain View has directed its staff to investigate permitting retail cannabis uses (but not commercial cultivation) and the City of Redwood City has indicated it could permit both recreational and medical cannabis deliveries in 2018 while continuing to investigate potential local taxation options and to develop a community input process to gauge support for the expansion of commercial cannabis land uses.

Staff is also in the process of developing 600' and 1000' buffer maps that include both schools and child-serving entities such as day care centers and will include those maps for the November 14, 2017 City Council meeting.

## **Impact on City Resources**

There will be no direct impact on City resources for this project.

## **Environmental Review**

Adoption of the ordinance is not considered a project under CEQA. Additionally, SB94 permits a CEQA exemption for municipalities that require discretionary approval for permitting a commercial cannabis business.

## **Public Notice**

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Report prepared by:  
Mark Muenzer, Assistant Community Development Director



## STAFF REPORT

### City Council

Meeting Date:

10/17/2017

Staff Report Number:

17-243-CC

Regular Business:

**Approve next steps for library system improvements**

This item was continued from the Oct. 10, 2017, City Council meeting.

### Recommendation

Staff recommends that City Council consider and approve the following items related to library system improvements:

1. Establish a 7-member Belle Haven Neighborhood Library Advisory Committee to serve in an advisory role to staff;
2. Approve an appropriation for immediate improvements to the branch library in the amount of \$140,000;
3. Approve the scope of the public outreach for the siting of an improved library building on the Civic Center campus;
4. Authorize an increase in total number of full time equivalent personnel by 1.0 to add a full-time Assistant to the City Manager position to oversee the library system improvements, public outreach and communication;
5. Establish a new special revenue fund titled "Library System Improvements Fund" to be used for all costs associated with library system improvements;
6. Amend the fiscal year 2017-18 adopted budget to include an initial transfer of \$1 million from the General Fund's unassigned fund balance to the new Library System Improvements Fund; and
7. Increase the City Manager's contract award authority from \$66,000 to \$250,000 and waive purchasing requirements for all contracted services required by the Library System Improvements Fund to expedite the project.

### Policy Issues

The City Council adopted work plan prioritizes the use of City resources to meet goals that deliver the projects and services desired by the City Council and community. The City Council maintains authority over budgeting as well as award of contracts exceeding \$66,000. The recommendation to amend the adopted budget, establish a new special revenue fund, increase authorized personnel and increase the City Manager's authority to award contracts up to \$250,000 related to this project, requires City Council approval.

### Background

At their July 18, 2017, meeting, City Council approved receipt of a philanthropic offer from John Arrillaga to assist in the construction of a new main library building to be located on the Civic Center campus. City Council directed staff to return August 22, 2017, with a more detailed work plan to advance the project. Staff presented next steps for a building to be constructed on the Civic Center campus. Residents and Councilmembers expressed a preference for improvements to the library system as a whole, both the Belle

Haven branch library and the Civic Center main library. A City Council subcommittee of Mayor Keith and Councilmember Cline was created to guide the library system improvement process. The City Council Subcommittee and City Manager met with Mr. Arrillaga to discuss further improvements to the project. The project as it now stands could include City Council and community desire for improved library facilities for both the Belle Haven branch and the Civic Center main. The main library project may also include affordable housing and public meeting space that could be used as a City Council Chambers. Questions remain about siting the main library and the details of additional uses that would be added to the building. Mr. Arrillaga's generous offer applies only to the library building on the Civic Center campus.

## **Analysis**

Staff has continued the work of planning for the project. They will continue to develop cost estimates and timelines for moving the project forward. Next steps are detailed in the following section.

Proceeding with multiple facility reconstruction projects requires a number of steps to ensure buildings are planned, designed and constructed efficiently.

### Appoint a Belle Haven Neighborhood Library Advisory Committee

A City Council appointed 7-member advisory committee would begin by participating in the Library Needs Assessment project and would continue to provide input to staff and consultants as the branch portion of the system improvements move forward. Staff suggests that the Committee be comprised of one member each from the Library Commission and the Library Foundation, two members of the City Council, and three resident members from the Belle Haven neighborhood. Typical Commission selection procedures to seat the Committee members would take place at a future City Council meeting, following an application process.

### Approve an appropriation for immediate improvements to the Belle Haven branch library

Staff recommends that the City Council approve an appropriation of \$140,000 for immediate improvements at the Belle Haven branch library. The appropriation would pay for new carpet and paint, new furniture, other physical improvements and a refresh of the collection of materials available for adult library users.

### Design Open House to gather public input on siting and usage options for the Main Campus library

To determine the preferred location of the library on the Civic Center Campus and potential shared uses, staff recommends that community input be gathered now through a series of open houses facilitated by staff and qualified consultants.

The siting and usage engagement would minimally consist of:

- Three public input meetings to share information about the project, and gather feedback on the siting options and possible additional uses for a shared facility
- An online tool to gather input from those who are unable to attend the public meetings including video information on modern public libraries
- A public tour of recent library projects completed to help understand modern, 21st century library projects and similar mixed use projects
- A City-hosted project page created to consolidate information and capture additional public input and provide ongoing updates to the project status

These public meetings would gather input from residents, stakeholders and City commissioners (e.g., Library, Planning, Housing, Complete Streets and Parks & Recreation) to help inform the public about siting



issues and potential shared uses.

The preferred site and potential shared uses conclusion would then be provided to the City Council for consideration. The siting and usage information is necessary in order to begin the environmental review process.

#### Approve an interim project manager position

It will be essential that a new project manager position be created to lead this effort. This new management-level provisional position will coordinate the myriad moving parts associated with a high-profile project of this nature. Given the timeline for this project, it is estimated that this position will be needed for at least five years or until such time that the library work is complete. Staff recommends that the position be located in the City Manager's office, as an Assistant to the City Manager.

#### Project funding

At their August 22, 2017, meeting, the City Council considered options for funding library system improvements brought forward by staff with input from the Finance and Audit Committee. The Committee recommended that the City first explore the sale of city assets to raise funds for the project, then use unassigned fund balance in the General Fund, and finally use bond financing to cover the remainder of the City's obligation for the project. Staff recommended against linking the library project with the sale of City asset(s) given the complexity associated with and the time required for the disposition of City assets. The costs associated with the project are estimated to be \$20 million of construction costs and an estimated \$10 million for soft costs. Mr. Arrillaga has agreed to cover construction costs for the main library building in excess of \$20 million. The City may also be obligated to fund additional building uses desired by the community and suggested by the City Council (e.g., housing and a large program room that could be used as a City Council chambers) and the building's siting could affect the City's overall cost for this portion of the library system improvements.

The process for determining the uses, size and location of an improved facility in the Belle Haven neighborhood will begin with the Library Needs Assessment in November.

The Library Subcommittee, in concert with staff, will develop alternatives and a recommendation to Council on how to proceed with a funding plan.

#### Create and seed a new fund

Staff recommends that the City Council approve the creation of a new Fund in the City's accounting system, to be titled the "Library System Improvements Fund." Additionally staff recommends that this Fund be seeded with a transfer of \$1 million from the General Fund, and that the City Manager's purchasing authority be raised to allow for the expeditious advancement of the outreach and siting process and the initial work needed to prepare for an environmental impact report.

#### **Next Steps**

Over the next several months, staff and consultants will work to perform the siting analysis and begin laying the groundwork for the required environmental review for improvements to the main library building. The Library Needs Assessment for the Belle Haven neighborhood begins in November. The Belle Haven Neighborhood Library Advisory Committee will assist staff throughout the Library Needs Assessment for the Belle Haven neighborhood.

#### Staff is requesting the City Council take the following actions:

- Appoint a Belle Haven Neighborhood Library Advisory Committee that would be charged with advising staff and consultants throughout the system improvements in the Belle Haven neighborhood;

- Approve the scope of the public outreach to gather siting input for the main library
- Approve 1.0FTE for an Assistant to the City Manager position, to manage the library improvements projects;
- Create and allocate \$1 million from the General Fund Reserves for a new Library System Improvements Fund;
- Authorize the City Manager to sign and execute contracts related to the library project up to the budgeted amount;
- Explore the timing of a ballot measure to seek public input on the use of debt financing for improvements to the library system; and
- Direct staff to return to the City Council with progress updates

### **Impact on City Resources**

To begin the project planning process, the recommendations contained in this report require an initial budget of \$1 million. Staff recommends an appropriation of \$140,000 for immediate improvements to the Belle Haven branch library. Some City Council work plan priorities will be affected for the remainder of the calendar year by the work on the library system improvements and ongoing vacancies.

### **Environmental Review**

No environmental review is required at this time. An environmental review according to the California Environmental Quality Act (CEQA) will be necessary for the project if it moves forward.

### **Public Notice**

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Report prepared by:  
Nick Szegda, Assistant Library Services Director





## STAFF REPORT

### City Council

**Meeting Date:** 10/17/2017

**Staff Report Number:** 17-237-CC

### Regular Business:

**Waive the reading and adopt ordinances rezoning and rezoning the property located at 2111-2121 Sand Hill Road**

**This item was continued from the Oct. 10, 2017, City Council meeting.**

### Recommendation

Staff recommends that the City Council waive the full reading of and adopt an ordinance rezoning a 14.9-acre portion of a 15.8-acre parcel presently located in unincorporated San Mateo County to the R-1-S (Single Family Suburban Residential) and C-1-C (Administrative, Professional and Research, Restrictive) zoning districts, as well as an ordinance rezoning of the remaining portion of the parcel currently located in the R-1-S zoning district to the C-1-C zoning district, as outlined in Attachments A and B.

### Policy Issues

The recommended action is consistent with the City Council's actions and approvals on the 2111-2121 Sand Hill Road ("2131 Sand Hill Road") Project at its meeting of September 26, 2017 and would serve as the City Council's final action on the project, prior to review of the annexation by the San Mateo County Local Agency Formation Commission (LAFCO). A LAFCO public hearing for the project is tentatively scheduled for November 15, 2017.

### Background

At the September 26, 2017 City Council meeting, the Council took the following actions associated with the 2111-2121 Sand Hill Road ("2131 Sand Hill Road") Project:

1. Adopt a Resolution Adopting a Mitigated Negative Declaration and Adopting a Mitigation Monitoring and Reporting Program for the Properties Located at 2111 and 2121 Sand Hill Road
2. Introduce an Ordinance of the City of Menlo Park, Rezoning All That Certain Parcel of Land Being the Whole of the Parcel at 2111 and 2121 Sand Hill Road and Additional Land, Situated in the County of San Mateo, State of California
3. Introduce an Ordinance of the City of Menlo Park, Rezoning Property with Assessor's Parcel Numbers 074-331-210 and 074-321-110
4. Adopt a Resolution Amending the General Plan to Establish and Modify Land Use Designations for Properties Located at 2111 and 2121 Sand Hill Road
5. Adopt a Resolution of the City Council of the City of Menlo Park Approving Findings and Conditions for the Architectural Control, Use Permit, and Tentative Map for the 2111-2121 Sand Hill Road ("2131 Sand Hill Road") Project
6. Adopt a Resolution Making a Determination of Property Tax Exchange Pursuant to Provisions of Chapter 282, Section 59, Part .05, Implementation of Article XIII A of the California Constitution Commencing with Section 95, Division 1, of the Revenue and Taxation Code

7. Adopt a Resolution Approving a Below Market Rate Housing Agreement with Leland Stanford Junior University for the Project at 2111 and 2121 Sand Hill Road
8. Adopt a Resolution Approving Heritage Tree Removal Permits for the Properties Located at 2111 and 2121 Sand Hill Road

The resolutions became effective immediately with the Council's action.

### **Analysis**

In addition to the adopted resolutions related to the proposed construction of an office building on the site, the project includes an ordinance to prezone a 14.9-acre portion of a 15.8-acre parcel presently located in unincorporated San Mateo County to the R-1-S (Single Family Suburban Residential) and C-1-C (Administrative, Professional and Research, Restrictive) zoning districts. The project also includes an ordinance rezoning of the remaining portion of the parcel currently located in the R-1-S zoning district to the C-1-C zoning district. The City Council voted 4-1 to introduce the above mentioned ordinances at the September 26, 2017 meeting with no changes. Since an ordinance requires both a first and second reading, the proposed ordinances are before the City Council again for the second reading and adoption.

### **Impact on City Resources**

A property tax exchange agreement has been negotiated with San Mateo County, which would result in the City receiving 10.5 percent of the property taxes generated on the site each year. While 10.5 percent is slightly lower than the City-wide average across all areas (10.9 percent) and 1.1 percent lower than the adjacent incorporated properties (11.6), the County maintained in its negotiations that a lower share of property tax to the City is justified considering significant County expenses planned for traffic improvements on Alpine Road. Based on the current conditions on the project site, the City would receive slightly less than \$6,500 in property tax revenue annually in the near term. However, if the proposed office building is constructed on the annexed parcel, additional property tax revenue could be anticipated based on the value of the new development, as well as business license tax revenue, and potential sales tax revenue from new office workers spending in the area. For every \$1 million in assessed value added by construction, the City will receive an additional \$1,050 per year.

The project sponsor is required to pay Planning, Building and Public Works permit fees, based on the City's Master Fee Schedule, to fully cover the cost of staff time spent on the review of the project. In addition, the proposed development would be subject to payment of a Transportation Impact Fee (TIF). These required fees were established to account for projects' proportionate obligations.

### **Environmental Review**

On September 26, 2017, the City Council adopted a resolution that adopted a Mitigated Negative Declaration (MND) and Mitigation Monitoring and Reporting Program (MMRP) for the project.

### **Public Notice**

Public Notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

**Attachments**

- A. Draft Ordinance Approving the Prezoning
- B. Draft Ordinance Approving the Rezoning

Report prepared by:  
Tom Smith, Associate Planner

Report reviewed by:  
Mark Muenzer, Assistant Community Development Director

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ORDINANCE NO. \_\_\_\_\_

**ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MENLO PARK  
PREZONING ALL THAT CERTAIN PARCEL OF LAND BEING THE  
WHOLE OF THE PARCEL AT 2111 AND 2121 SAND HILL ROAD AND  
ADDITIONAL LAND, SITUATED IN THE COUNTY OF SAN MATEO,  
STATE OF CALIFORNIA, AND MORE PARTICULARLY DESCRIBED IN  
EXHIBIT A**

The City Council of the City of Menlo Park does hereby ORDAIN as follows:

**SECTION 1.** The zoning map of the City of Menlo Park is hereby amended to prezone all that certain real property in the County of San Mateo and State of California, more particularly described and shown in Exhibit A, from County zoning R-1, S-9 and R-E, S-9 to City zoning R-1-S (Single Family Suburban Residential) and C-1-C (Administrative, Professional and Research District, Restrictive), respectively.

**SECTION 2.** A Mitigated Negative Declaration was prepared for the project and adopted by the City Council on \_\_\_\_\_, 2017 through Resolution No. \_\_\_\_\_, in accordance with the provisions of the California Environmental Quality Act and CEQA Guidelines.

**SECTION 3.** No subsequent change shall be made to the General Plan for the annexed territory or zoning that is not in conformance to the prezoning designations for a period of two years after the completion of the annexation, unless the City Council makes a finding at a public hearing that a substantial change has occurred in circumstances that necessitate a departure from the prezoning in the application to the San Mateo County Local Agency Formation Commission.

**SECTION 4.** This Ordinance shall be published once within fifteen (15) days of its adoption in The Daily News, a newspaper of general circulation, printed, published and circulated in the City of Menlo Park, and shall become effective thirty (30) days from the date of adoption by the City Council or the effective date of LAFCO approval of the annexation, whichever date is later.

INTRODUCED on the \_\_\_\_\_ day of \_\_\_\_\_, 2017.

PASSED AND ADOPTED as an ordinance of the City of Menlo Park at a regular meeting of said Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Clay Curtin, Interim City Clerk

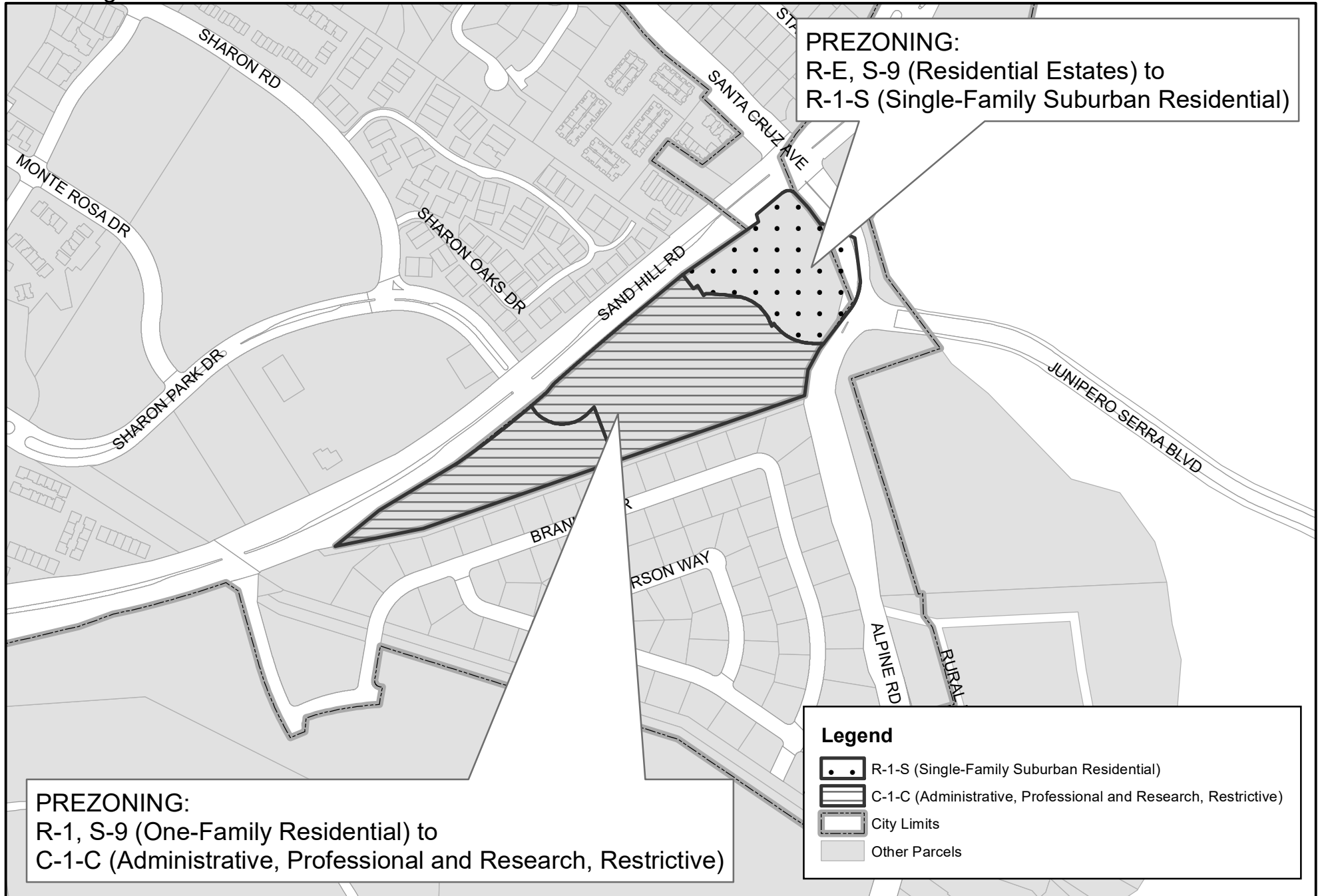
Exhibit A

Rezoning – 2111 and 2121 Sand Hill Road Project

# CITY OF MENLO PARK

2111-2121 Sand Hill Road

Prezoning





**EXHIBIT "A"**

**ANNEXATION PARCEL  
2131 SAND HILL ROAD  
SAN MATEO COUNTY, CALIFORNIA**

ALL THAT CERTAIN REAL PROPERTY IN THE COUNTY OF SAN MATEO AND STATE OF CALIFORNIA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE MOST NORTHERLY CORNER OF LOT 15, AS SHOWN ON THE MAP OF STANFORD HILLS UNIT A INCREMENT 1, AS FILED APRIL 29, 1959, IN BOOK 51 OF MAPS, AT PAGES 20-21, SAN MATEO COUNTY RECORDS;

THENCE NORTH 13°10'18" WEST ALONG THE WESTERLY LINE OF ALPINE ROAD, A DISTANCE OF 25.14 FEET TO THE POINT OF BEGINNING, AT THE INTERSECTION WITH THE NORTHERLY LINE OF A 10 FOOT WIDE PACIFIC GAS AND ELECTRIC COMPANY EASEMENT 23486C, AS DESCRIBED IN BOOK 587 OF OFFICIAL RECORDS, AT PAGE 473;

THENCE SOUTH 70°51'49" WEST ALONG THE NORTHERLY LINE OF SAID EASEMENT, A DISTANCE OF 660.40 FEET;

THENCE SOUTH 70°47'14" WEST ALONG THE NORTHERLY LINE OF SAID EASEMENT, A DISTANCE OF 647.20 FEET;

THENCE SOUTH 78°43'38" WEST ALONG THE NORTHERLY LINE OF SAID EASEMENT, A DISTANCE OF 291.29 FEET;

THENCE NORTH 50°42'54" EAST A DISTANCE OF 1688.56 FEET;

THENCE NORTH 55°14'06" WEST A DISTANCE OF 103.50 FEET TO AN INTERSECTION WITH THE NORTHWESTERLY LINE OF SAND HILL ROAD;

THENCE NORTH 50°29'33" EAST ALONG THE NORTHWESTERLY LINE OF SAND HILL ROAD, A DISTANCE OF 207.68 FEET TO A POINT OF CURVATURE OF A TANGENT CURVE, CONCAVE TO THE WEST;

THENCE NORTHERLY ALONG THE ARC OF SAID CURVE, TO THE LEFT, WITH RADIUS OF 20.00 FEET AND CENTRAL ANGLE OF 96°59'39", FOR AN ARC DISTANCE OF 33.86 FEET;

THENCE NORTH 55°02'58" EAST A DISTANCE OF 123.69 FEET TO A NON TANGENT INTERSECTION WITH THE ARC OF A CURVE, CONCAVE TO THE NORTH;

THENCE EASTERLY ALONG THE ARC OF SAID CURVE, TO THE LEFT, WHOSE CENTER BEARS NORTH 43°21'54" EAST FROM SAID POINT OF INTERSECTION, WITH RADIUS OF 15.00 FEET AND CENTRAL ANGLE OF 91° 31'14", FOR AN ARC DISTANCE OF 23.96 FEET;

THENCE SOUTH 35°09'26" WEST A DISTANCE OF 98.89 FEET;

THENCE SOUTH 21°48'02" EAST A DISTANCE OF 105.76 FEET;

THENCE SOUTH 37°06'06 EAST A DISTANCE OF 163.14 FEET;

THENCE SOUTH 66°07'11" EAST A DISTANCE OF 116.73 FEET;

THENCE SOUTH 07°12'30" EAST A DISTANCE OF 141.78 FEET A NON TANGENT INTERSECTION WITH THE ARC OF A CURVE, CONCAVE TO THE NORTHWEST;

THENCE SOUTHWESTERLY ALONG THE ARC OF SAID CURVE, TO THE LEFT, WHOSE CENTER BEARS NORTH 87°09'26" WEST FROM SAID POINT OF INTERSECTION, WITH RADIUS OF 172.26 FEET AND CENTRAL ANGLE OF 35°03'55", FOR AN ARC DISTANCE OF 105.42 FEET;

THENCE SOUTH 38°05'16" WEST A DISTANCE OF 156.81 FEET:

THENCE SOUTH 28°32'43" WEST A DISTANCE OF 79.11 FEET;

THENCE SOUTH 07°10'19" WEST A DISTANCE OF 85.77 FEET;

THENCE SOUTH 70°51'49" WEST A DISTANCE OF 9.76 FEET TO THE POINT OF BEGINNING.

CONTAINING 15.99 ACRES, MORE OR LESS.

JUNE 9, 2017



A circular professional seal for David W. Betham, a Professional Land Surveyor in the State of California. The seal contains the text: "PROFESSIONAL LAND SURVEYOR", "DAVID W. BETHAM", "PLS", "NO. 7047", and "STATE OF CALIFORNIA". The seal is partially overlaid by a handwritten signature in blue ink.

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE OF THE CITY OF MENLO PARK REZONING  
PROPERTY WITH ASSESSOR'S PARCEL NUMBERS 074-331-210  
AND 074-321-110**

The City Council of the City of Menlo Park does ordain as follows:

**SECTION 1.** The zoning map of the City of Menlo Park is hereby amended such that certain real properties with Assessor's Parcel Numbers 074-331-210 and 074-321-110 are rezoned to the C-1-C (Administrative, Professional and Research, Restrictive) district as more particularly described and shown in Exhibit A.

**SECTION 2.** A Mitigated Negative Declaration was prepared for the project and adopted by the City Council on \_\_\_\_\_, 2017 through Resolution No. \_\_\_\_\_, in accordance with the provisions of the California Environmental Quality Act and CEQA Guidelines.

**SECTION 3.** This ordinance shall become effective thirty (30) days from the date of adoption by the City Council or the effective date of LAFCO approval of the annexation, whichever date is later. Within fifteen (15) days of its adoption, the ordinance shall be posted in three (3) public places within the City of Menlo Park, and the ordinance, or a summary of the ordinance prepared by the City Attorney, shall be published in a local newspaper used to publish official notices for the City of Menlo Park prior to the effective date.

INTRODUCED on the \_\_\_ day of \_\_\_\_\_, 2017.

PASSED AND ADOPTED as an ordinance of the City of Menlo Park at a regular meeting of said Council on the \_\_\_ day of \_\_\_\_\_, 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Clay Curtin, Interim City Clerk

Exhibit A

Rezoning – 2111 and 2121 Sand Hill Road Project

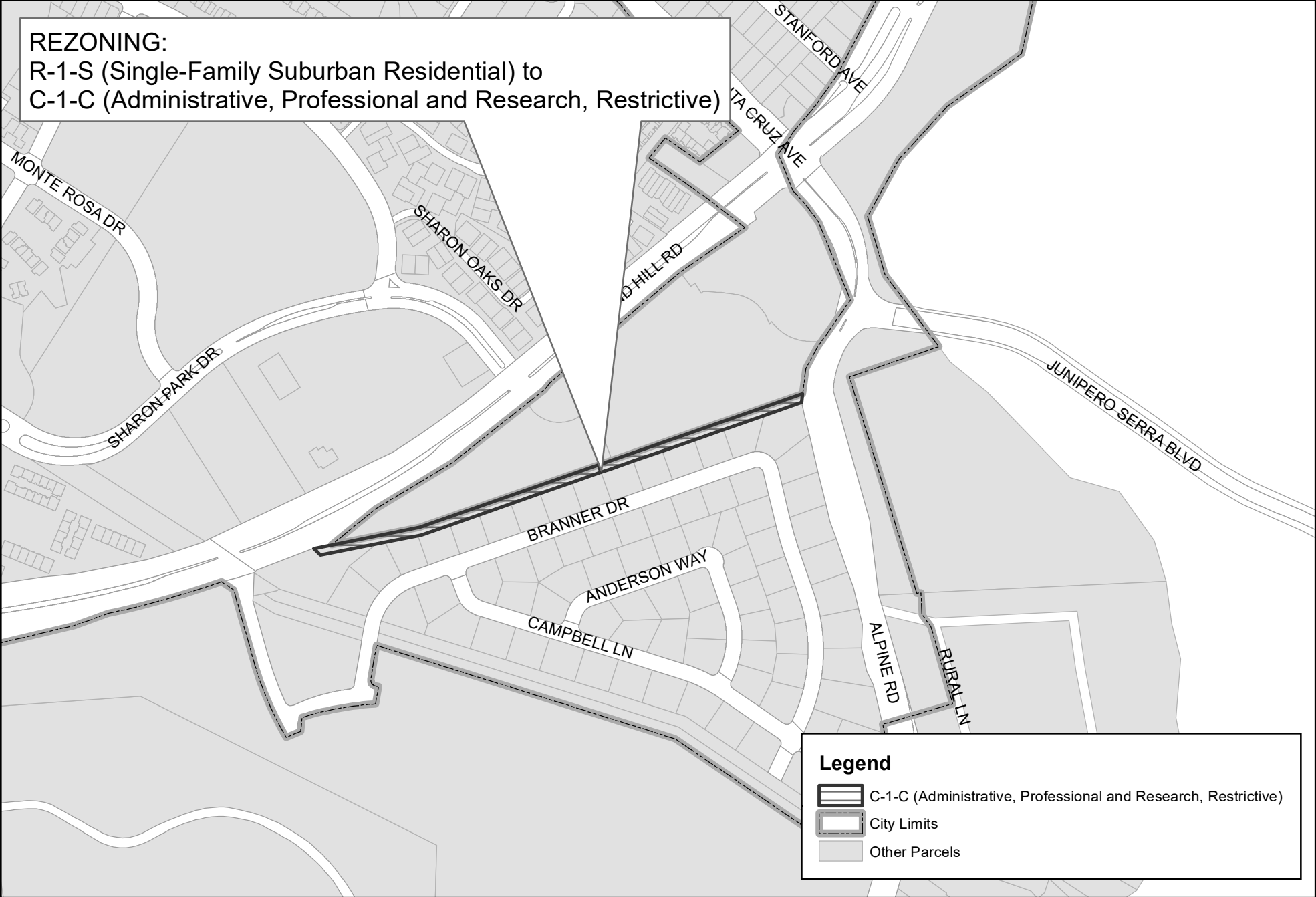
# CITY OF MENLO PARK

2111-2121 Sand Hill Road

Rezoning



**REZONING:**  
R-1-S (Single-Family Suburban Residential) to  
C-1-C (Administrative, Professional and Research, Restrictive)



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## STAFF REPORT

### City Council

**Meeting Date:** 10/17/2017

**Staff Report Number:** 17-258-CC

**Regular Business:** Consider submitting a proposal to the Bloomberg Philanthropies Mayors Challenge that would extend the recently adopted General Plan's sustainability requirements to the entire city

### Recommendation

Staff recommends City Council consider submitting a proposal to the Bloomberg Philanthropies Mayors Challenge that would extend the recently adopted General Plan's sustainability requirements to the entire City.

### Policy Issues

If the proposal is funded by the Bloomberg Philanthropies Mayors Challenge (Mayors Challenge), it would create a new priority for the City Council that would require reprioritizing other work plan items. In addition, the proposal would require the City Council to consider amending the zoning ordinance.

### Background

In June 2017, Mayor Kirsten Keith attended the U.S. Conference of Mayors where Michael R. Bloomberg, founder of Bloomberg Philanthropies, announced the 2017 Mayors Challenge.

The Mayors Challenge invites cities to propose bold new ideas for tackling big community problems. Bloomberg Philanthropies then selects five cities with the best ideas, and provides funding to bring these ideas to life. Four cities will be awarded \$1 million dollars, and one city will receive a grand prize of \$5 million dollars. To date, 555 cities have expressed interest in joining the Mayors Challenge 2017.

In September, staff from the Mayors Challenge hosted free one-day facilitated workshops in over 300 cities, including Menlo Park, to help refine ideas that could potentially be entered into the Mayors Challenge for funding. For Menlo Park, the focus was on sustainability, housing, and transportation in the face of growing development.

The workshop was attended by Mayor Keith, Menlo Spark, members of the Environmental Quality Commission, Chamber of Commerce, staff from various departments, and a sustainability consultant. Many ideas were discussed and revolved around transportation, such as using alternative modes of travel for the last mile of commutes, and brainstorming new programs or policies that could reduce congestion during peak hours. There were also ideas around extending the newly created sustainability zoning requirements in the General Plan to all zones in the city.

The deadline to submit a proposal is October 20<sup>th</sup>. Given the current priorities and recruitment needs to fill vacancies in the Sustainability Office and other departments, staff came to a consensus that there was not enough lead time to develop a proposal.

As a result, Menlo Spark offered to support the outcomes of the workshop by developing a formal proposal on behalf of the City. The proposal specifically seeks to extend the City's newly created sustainability zoning requirements in the former M-2 zoning district/ConnectMenlo to all zones in the City. There are clear benefits to standardizing and creating consistency around sustainability requirements citywide. In addition, a portion of the proposal aligns with an existing priority to create Transportation Management Associations within the City.

There are three phases to the Mayors Challenge. The first is submitting an initial proposal by October 20<sup>th</sup>. Next, 35 cities will be selected to receive seed funding in the amount of \$100,000 to further refine and test their proposal between March and July of 2018. These refined proposals will then be entered into the final selection phase where five cities will be awarded \$1 million dollars, and one will receive a grand prize of \$5 million to implement their ideas.

A City Council decision is required to submit the proposal because extending the new sustainability requirements from the former M-2/ConnectMenlo area to the entire city will create a new city priority and work stream.

### **Analysis**

Menlo Spark provided the initial proposal on October 9<sup>th</sup> (Attachment A). Staff is working with Menlo Spark on reviewing and refining the proposal. The time sensitivity to submit the proposal by October 20<sup>th</sup> only allows for a very high level review. If this proposal is selected for funding, it would create a new work plan item for the City.

In general, the entire proposal could be completed in two to three years. If the City is selected for the seed funding of \$100,000, existing staff resources would need to be allocated in 2018 to refine and test the proposal in order to apply for the \$1 million or \$5 million dollar grand prize.

If awarded funding beyond the seed funding, it would take up to one to two years to expand the newly created sustainability requirements from the former M-2/ConnectMenlo to the entire community. This phase of proposal would start in 2019 and be completed by 2020.

### City Council Work Plan Implications

The amount of time and staff resources needed to execute the proposal will affect the work plan over the next two to three years. Additional staff can be hired through the Mayors Challenge to address staff capacity, however, it will still involve significant time commitments from existing management level staff to successfully complete. Divisions that would be responsible for executing the proposal are building, planning, transportation, engineering, and sustainability.

### Options

The City Council may want to consider the following options:

1. Submit the current proposal to the Mayors Challenge 2017, and decide on which priorities need to be shifted, delayed, or removed should funding be awarded to the City.
2. Not submit a proposal at this time due to commitments to existing priorities, staff vacancies, and to allow flexibility in setting priorities for next year. (The Council can choose to prioritize this project without applying for Bloomberg's Mayors Challenge funding, which would provide more flexibility in shifting



current and future priorities as needed. This could be added to the list of priorities being considered for next year.)

3. The Council could also choose to delay submitting this proposal, and wait for the next Mayor's Challenge to apply. However, the Mayors Challenge program does not appear to occur on an annual basis. The last Mayors Challenges occurred in 2013, 2014, and 2016.

### **Impact on City Resources**

Detailed impacts are not known at this time. However, it will require evaluating and modifying City work plan items if funding is received.

### **Environmental Review**

Not required at this time.

### **Public Notice**

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

### **Attachments**

- A. Mayor's Challenge Proposal

Report prepared by:  
Rebecca Lucky, Sustainability Manager

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**Question A: *Imagine you ran into Mike Bloomberg in an elevator and had to pitch him on your idea. How would you make a clear, compelling case for both the problem facing your city and how your idea will address it? Be sure to include specific examples and data. (250 words)***

The City of Menlo Park is a microcosm of the acute housing and transportation challenges facing Silicon Valley. Long-time residents are being displaced, and everyone is struggling with growing traffic gridlock. Layered on top of these monumental challenges are the threats of climate change with sea level rise and extreme weather. This triple challenge actually gives us an opportunity to create a model sustainable city that invites zero carbon growth to provide new housing, transit, and equitable development.

Cities have incredible planning authority to create blueprints for sustainable growth, honoring civic heritage, and planning for a vibrant and resilient future. Obscure tools like zoning codes have the power to transform car-centric, outdated areas into modern live-work-play communities that concentrate housing in hubs near employment and transit centers. New development is often understood to bring economic prosperity, but it doesn't have to increase carbon or environmental impacts.

Menlo Park has started a green district design (zoning code) that envisions zero carbon buildings, walkable streetscapes that favor people over cars, and the addition of thousands of units of new housing in a formerly industrial area. With support from the Bloomberg Philanthropies, we can turn this sustainable design from zoning code on paper, into a successful, beautiful reality. Small cities have outsize carbon footprints, and account for more than half of the American population. Scaling a model zero carbon green district city-wide could create a powerful model for other small cities facing the triple challenges of housing, transportation, and climate change.

**Question B: *Estimate the number of people your problem affects. Provide a brief explanation of how you came to this number. (100 words)***

All of the 33,000 residents in Menlo Park are affected by housing and transportation issues. The city is experiencing a lack of affordable housing options, and growing employment opportunities in the area have caused a spike in commuters going through Menlo Park, creating a traffic hotspot.

In addition, Sustainable San Mateo County reported over half a million commuters traveling throughout San Mateo County, in 2013. Because Menlo Park is situated between vital infrastructure such as the Dumbarton Bridge and 101 freeway, a good portion of the half million commuters likely go through Menlo Park experiencing and worsening the congestion.

**Question C: *Estimate the number of people your idea will help when it is fully implemented. Provide a brief explanation of how you came to this number. (100 words)***

When fully implemented, our project should ease displacement pressure and transportation issues for the 33,000 residents and thousands of commuters traveling through Menlo Park. Our idea envisions thousands of new units of housing with a substantial portion Below Market Rate (BMR). The new housing will be concentrated close to job and transit centers, which is one of the most effective strategies to cut traffic congestion. The project also envisions many more alternatives to driving, by creating, safe, affordable, and convenient mobility options.

**Question D: Categorize Your Solution**

*Is your solution primarily (a) solving an issue-specific problem, or (b) improving the way city government works? (choose one only)*

- The way government works:
  - *Create Government Efficiencies*
  - *Improve Customer Service*
  - *Increase Public Engagement*
  - *Other*
- Issue-specific:
  - *Economic & Workforce Development*
  - *Education & Youth Development*
  - *Income Inequality & Social Inclusion*
  - *Health and Wellbeing*
  - *Homelessness*
  - *Infrastructure*
  - *Neighborhoods, Housing & Blight*
  - *Public Safety*
  - *Parks & Recreation*
  - *Climate*
  - *Other*

**Question E: Investigative Methods**

*Which methods below did you use to investigate the problem and come up with your idea?*

- *Quantitative Data Analysis*
- *Qualitative research, such as interviewing or shadowing residents*
- *Innovation methods such as journey mapping or stakeholder mapping*
- *Open call or ideas competition*
- *Engaging front-line city staff*
- *Engaging partners outside government to offer different skills and perspectives*
- *Other*

**Question 1: What is the problem you aim to solve? (25 words)**

As Menlo Park continues growing, the traffic congestion and the lack of affordable housing have worsened, negatively impacting the community and the environment.

**Question 2: What is the current and long-term impact of this problem on the citizens of your city? How did you quantify this impact? If the problem is not addressed, what will be the consequences? (300 Words)**

Menlo Park is in an area where large businesses are attracting thousands of job-seekers. Current residential zoning and transportation measures cannot accommodate the influx of traffic and people. Residents who do not own cars are distressed with inconvenient and unsafe mobility within their neighborhoods. Cyclists

and pedestrians face serious safety issues from traffic, which in turn makes it difficult for many students to bike or walk to school, creating even more car congestion. The carbon and air pollution from the increased traffic is in direct conflict with our city's climate and sustainability goals.

These impacts were well documented during a recent General Plan Update process that rigorously quantified the transportation, environmental, and housing metrics in an Environmental Impact Review document that includes detailed transportation modeling. The process also included numerous stakeholder meetings, where community concerns over these issues were consistent and voluminous.

If Menlo Park does nothing to address these issues, we expect hundreds or possibly thousands of residents to be displaced. We also expect traffic to worsen, contributing to economic losses and a severe impact to quality of life. Whether Menlo Park allows new development or not, we know that the region is adding many more jobs than new housing units, which further exacerbates the jobs housing imbalance, leading to more traffic through Menlo Park communities with no tangible benefit to residents. In fact, the increased traffic going through Menlo Park from a scenario of no changes within our City would significantly increase greenhouse gases (GHG) emissions. This could make it impossible for Menlo Park to meet its climate goals.

If this issue is not addressed as areas around Menlo Park continue to develop, the city, itself, will need to be able to sustain the appropriate housing and transportation needs for the growing economy.

***Question 3: Describe your big idea to address the problem. If your idea is successful, how will the world be different in three years? What are the main activities and how will these lead to the desired changes? (300 words)***

Envisioning the smart communities of the future that we want to live in is the first step on a path to a sustainable, zero carbon city. In three years, we expect to have enhanced mobility programs through a Transportation Management Association to create safe, convenient and affordable alternatives to driving, and support new public transit infrastructure. Our communities will be more resilient with more safe bike and pedestrian routes, and convenient alternatives to driving.

In three years, our city will have more Electric Vehicle (EV) charging stations. All new buildings will be free of fossil fuels and energy efficient, with enough on-site and community scale renewables to create a grid positive city, and enough energy storage to be resilient. As we reduce the community's carbon footprint and improve air quality, communities that are disadvantaged will have priority in creating new economic opportunities for residents, and providing relief to the current gentrification pressures – a common struggle for so many low-income communities across the country. The community of Belle Haven will be the centerpiece for green career development, and pride of place measures that add interest and beauty to otherwise mundane street features.

Transforming into a smart zero carbon city starts with creating a green district in Belle Haven, integrating each new development with the sustainable attributes described above and contained in the new zoning code for this district. These new developments will create thousands of units of new housing close to job and transit

centers, with a significant portion being designated as affordable. Once these initial steps are underway, the green design zoning will be expanded city-wide.

**Question 4: All "new" ideas stand on the shoulders of ideas that came before. Tell us about other efforts that have inspired or informed aspects of your idea. (100 words)**

Many cities are embracing the notion of smart growth and pioneering various elements of Menlo Park's green zoning district. Our city evaluated the most successful smart growth elements that can address our challenges, while at the same time reducing our carbon footprint. These elements, such as live-work-play development were combined with zero-carbon building standards to create a pilot green district through an update to the zoning code. Although some cities have sustainability elements in their General Plans, we know of no city that has utilized zoning code to decarbonize new development.

**Question 5: Great ideas often come from unexpected places and people. What were the greatest contributions (ideas, suggestions, problem framing, etc.) from sources outside of your government? (150 words)**

Several local environmental groups worked with experts from Stanford University, local tech leaders such as Facebook, our staff, City Commissioners, and community stakeholders to develop a more sustainable approach to growth in Menlo Park. They scoured other General Plans and zoning code from the most progressive cities in the region, weaving together the best examples of how to transform the suburban landscape into a thriving green district.

The Environmental Quality Commission took the lead vetting the concepts of zero carbon growth, vehicle trip caps and people-centric design through the General Plan Advisory Committee. The transportation theme became: "How many people instead of cars can we move?" Finally, the modeling for the Environmental Impact Report of the General Plan Update confirmed that adding housing units close to job centers was the single most effective measure to cut traffic. Less traffic means lower carbon, enabling new development without crunching city-wide carbon budgets.

**Question 6: What makes your idea innovative? How is the approach unexpected and new to the city? If your idea builds on an existing idea from another city (or your own), please be explicit about the elements that are new. (200 words)**

The idea that new development can be zero carbon and improve a city's sustainability runs counter to conventional wisdom. We have devised a new strategy to take the carbon out of new buildings and ensure that expanding our workforce and residential population would benefit our city in big ways, out of necessity.

The region around us is growing rapidly, with traffic worsening. In Menlo Park, major employers, including Facebook and a burgeoning bioscience district planned to expand, either within our city so that we could shape the growth to maximize benefits, or relocating and taking good jobs and economic benefits away.

In response to the pressure for rapid growth and the housing crunch, we forged a creative agreement with a major employer allowing significant expansion that would include zero carbon buildings, thousands of units of housing, and the creation of a “main street” area in the under-served area of Belle Haven. With this development also came the mutual interest in developing a new public transit corridor linking this district with neighboring cities and greater Silicon Valley.

Our plan is to turn these agreements and zoning code now on paper, into the reality of a new green district, and then spread the green growth policies citywide.

**Question 7: Outline what the a. immediate outputs, b. short-term outcomes, and c. long-term impacts will be if your idea is implemented successfully. Please indicate the dates by which you expect to achieve those outputs, outcomes and impacts. Include the major milestones for each of the first three years. Assume a March 1, 2018 start date, which is when testing is slated to begin for Champion Cities. (200 words)**

If Menlo Park is selected as a Champion City, we would be honored, and we would hit the ground running with staff assignments to initiate the project by March 1, 2018. During the testing phase we would spend the first two months gathering data and formulating a detailed plan including the following outputs and actions to be completed by May 2018:

- A summary of current planning, zoning, and building standards as they related to zero carbon building, sustainable transportation, and housing.
- A summary of the relevant transportation planning documents, projects, and collaborations.
- A summary of stakeholders with whom to initiate vetting and outreach.
- An outline to create a city-wide Transportation Management Association (TMA)
- A factsheet describing the Zero Carbon Sustainable Development Initiative
- Outreach to the public describing the Zero Carbon Sustainable Development Initiative, including social media and city newsletters.
- Scheduling of two public workshops or meetings to discuss the project.

The outputs listed above will contribute to updated zoning and transportation and land use plans that will achieve the following outcomes in the short term:

- 1,000 units of housing built near job and transit centers by 2020, with 4,000 more units of housing to follow within ten years.
- Three new safe bicycle and pedestrian routes connecting schools and retail/employment areas will be completed by 2020.
- Current transit service will be expanded in service hours and frequency by 2020.
- The first zero carbon building will be complete by 2021.

The final impacts of the project include:

- A 50% increase in housing units relative to 2010 by 2030.
- A 30% decrease in car trips, as measured by vehicle miles travelled (VMT) by 2030.
- A climate neutral city by 2030.

**Question 8: How will residents know about this idea and how will it affect them within 12 months of implementation? (200 words)**

Residents will know about this idea and its implementation through extensive social media and table event outreach. During events and outreach, residents will be informed of the scope of the idea as well as the timeline and how it can potentially affect their lives. On social media and monthly newsletters, residents can follow the idea as it progresses and develops. Development of the idea is intended to improve the quality of life of residents, therefore it is imperative that they be included in the planning process through outreach, social media, and even city government announcements. Consistent contact with residents will give them an appropriate amount of time to consider the idea, engage with feedback, and support its implementation.

**Question 9: Outline the key activities and anticipated dates for key phases of your implementation by using the template below.**

**Note: For this template, please list the major workstreams required to implement your solution at scale – but please limit to the top 5 workstreams. Include the major milestones for each of the first three years. Assume a March 1, 2018 start date, which is when testing is slated to begin for Champion Cities.**

[https://docs.google.com/spreadsheets/d/1krmgeaxJf4mqRY-Y\\_7ExZ9rbnFejPYWSj3F2ELXT6c8/edit#gid=1115837811](https://docs.google.com/spreadsheets/d/1krmgeaxJf4mqRY-Y_7ExZ9rbnFejPYWSj3F2ELXT6c8/edit#gid=1115837811)

**Question 10: What assumptions, and/or components of your idea will you test if you are selected as a Champion City? (As a reminder, up to 35 Champion Cities will be selected to test their idea.) How will you incorporate what you learn to increase the likelihood of success for the overall initiative?(200 words)**

If Menlo Park is selected as a Champion City, we will use the financial support to test our bold vision for zero carbon growth with the following actions. Annual reports will summarize continuously collected data, followed by a short period of adjustments in response to new data to maximize the benefits of these programs.

The newly formed TMA will analyze various incentives for behavioral changes that lead to less driving. For instance, if the TMA can pool resources among small employers to purchase subsidized transit passes for lower-income retail and service employees, will they utilize public transit more? Once the TMA administers the discount transit pass program, city staff will have the ability to monitor usage of the passes and adjust the program to maximize its impact. Similarly, developing city bicycle-shares and car-shares can be monitored and fine-tuned. Charging for parking can be one of the most effective steps to reduce vehicle trips if implemented well. City staff also plan to evaluate various adjustments to parking policies and in particular, work with new developments and collaborate with the Complete Streets Commission to design the most effective programs.

We also plan on testing the assumption that more housing near major job and transit centers can significantly reducing traffic. This will be done by comparing vehicle trips in the vicinity of new developments to baseline data.



For new developments, where the zoning code requires 100% Renewable Energy, we believe that developers will comply by designing all electric buildings with on-site renewables, and sign up for 100% Renewable power programs for any surplus electrical needs not supplied by solar or other on-site renewables. Verification of the carbon footprint of new developments and reporting on how they comply with the 100% Renewable standards will be used to inform any updates necessary for the green growth policy.

**Question 11: What are the three greatest risks to the success of your idea and why? If you are selected as a Champion City (as a reminder, up to 35 cities will be selected to test their idea), will you use the testing phase to understand how to minimize any of these risks? If so, how? (200 words)**

Any bold step carries risks of failure, and this could be true for our zero carbon growth plan. However, we are planning to build in contingencies and buffers to mitigate these risks.

First, the top threat we face in our efforts to grow green would be a recession that could staunch new development. Though the City has no control over global markets and economic cycles, we plan to focus significant attention on transitioning existing buildings, land uses, and infrastructure to meet our green growth goals. In this way, we plan to continue the project, even in the event that we face a downturn that prevents us temporarily from apply new zero carbon standards to new buildings or proceeding with large-scale new transportation projects.

Another risk of this project is the robustness, effectiveness, and availability of clean technology, such as electric vehicles, renewable energy, heat pumps and other alternative heating devices. We plan to work with the businesses providing these technologies to pilot the newest items, and continue to monitor their performance. We will also be working closely with developers and buildings owners to ensure that they have access to the resources necessary to design, build, and maintain zero carbon buildings.

Finally, there is always a possibility of a backlash against green values. Political dynamics could change, or developer concerns over *perceived* increased costs could sway community interest in sustainability. Taxpayers could also grow weary of supporting new infrastructure. Menlo Park is a fairly progressive community with significant current interest in sustainability. Our best insurance against this threat will be twofold. We plan frequent outreach and education on the benefits of zero carbon growth, through our media channels, tabling at events, and public meetings. We will also work with experts in the field, such as Architecture 2030, to provide diverse and detailed examples of how developers save money by building to zero carbon standards.

**Question 12: How will citizens and other groups be involved in your implementation, and what will their level of involvement be? (100 words)**

Resident, community groups, employers and other stakeholders will be vital in shaping the project to improve effectiveness. The City will solicit public and expert input at multiple stages, during the pilot and full project implementation through workshops, public meetings, and tabling events. The project will also have significant involvement of the Transportation Master Plan Advisory Committee and various Commissions such as Complete Streets and Environmental Quality.

**Question 13: What is the best estimate of the cost to implement and sustain your idea? Please answer this question using the budget form below.**

**Note: For the full-scale implementation budget, create your budget for the first three years which should include launch and bringing the idea to full scale. Please also list the anticipated sources of funding in the Sources table. In the sources table, please assume a grant of \$1 million.**

<https://docs.google.com/spreadsheets/d/1MGwqH35TCyCBMb7jKKAQQbLEwGgn5Hkty2YkuHueZds/edit>

**Question 14: How much will it cost to complete the tests outlined in question 10 and question 11? Please answer this question using the budget forms below.**

**Note: For the testing phase, Bloomberg Philanthropies will award Champion Cities up to \$100,000 to supporting a testing phase of ~6 months. You should budget for only the amount needed to implement the tests you have outlined in question 10 and question 11.**

<https://docs.google.com/spreadsheets/d/1kTxjt2jo0UrNz3rYevV0jt5ZqdR6Y-2b5BL1rB7n7s4/edit>

**Question 15: How does this idea align with your Mayor or Chief Executive's priorities? How will he or she actively champion this idea? (200 words)**

Kirsten Keith has a vision to transform Menlo Park into a leading sustainable city. In the city's Climate Action Plan, city council agreed to have Menlo Park reduce its emissions by 27% by 2020. Mayor Keith intends to see this goal through, and even to exceed it. She will help in advocating for the idea's development and implementation throughout her tenure as Mayor and on City Council.

Mayor Keith has supported sustainability measures by attending related events and actively providing interactive post on her social media pages to engage with Menlo Park residents. Over the past year, she has adopted resolutions supporting the Paris Climate Agreement and a commitment to 100% renewable energy citywide by 2030.

Our Mayor has also sponsored numerous public meetings to discuss solutions to the transportation and housing challenges that we face. She has been a tireless advocate for progress on these issues.

**Question 16: Is there an upcoming election in your city? If so, please list the date of the election and if your current mayor is eligible for re-election and planning to run. Please note any other anticipated transitions in leadership. Should there be a leadership transition in your city, how will you ensure support through the transition? (300 words)**

Menlo Park's current city council members were all involved in adopting the City's current GHG reduction goals and have consistently supported measures that address these goals. They are also actively involved in addressing transportation congestion and housing imbalance issues. The earliest potential change in City Council composition will be at the end of 2018.

Menlo Park city council terms are four years. Elections are held every two years. Each election involves only two or three of the five city council seats. The mayor is appointed by the city council from among their members.

The current city mayor, Kirsten Keith will rotate out of her leadership role, as another city council member will take on responsibility as the new mayor. As Mayor Keith prepares to leave, we will continue to have her participate in the application and development process. We anticipate that continued support for increased sustainability in Menlo Park will encourage her successor to actively participate in the planning process of our idea. Council Member Peter Ohtaki will take her place as mayor before the start of 2018. To ensure support for the idea throughout this leadership transition, we will continue to invite both Mayor Keith and Council Member Ohtaki to attend meetings regarding the development of the project. Although Menlo Park will experience a change in leadership, the concepts in this proposal have widespread support among Council Members and many stakeholders throughout the City.

**Question 17: *How will you engage people, organizations, and resources inside and outside of the municipal government to sustain your idea over time? (100)***

In order to engage our community, we will develop forums that bring together business, government, and nonprofit organizations to obtain insight and support for our idea. Social media will be used as a tool to gain widespread interest and create an online presence. Community outreach through event tabling and youth group projects will also be beneficial for one-on-one interaction and education. Residents and stakeholders will have new opportunities to engage and inform the project as regular benchmarking reports are released to track progress.

**Question 18: *Share your idea with stakeholders or residents who would be impacted by the idea. What are three of the most interesting responses? (50 words each)***

- **Response 1:** One resident reports worsening traffic that blocks her from entering or leaving her home, and can't wait to have new mobility options that ease her reliance on driving. She is frustrated by the noise and constant congestion in her neighborhood. Also, owning a car is getting too expensive for her.
- **Response 2:** Another resident would like more local services, like a grocery store, some retail, and more restaurants. She loves the idea of a "main street" development nearby that will combine housing and shops with office space.
- **Response 3:** A third resident is concerned about the impact new development will have on the City's growing progress on sustainability. He doesn't want to see new buildings cement in another half century of fossil fuel use. The idea of zero carbon (and natural gas free) development is appealing to him.

**Question 19: *How do you know this problem is relevant to other cities? Talk to at least two other cities that might be interested in taking up your idea once it's implemented. Do their responses provide any insights into what would make your idea more transferable? (200 words)***

Menlo Park has been collaborating with neighboring cities and regionally on climate, transportation, and housing for many years. On climate issues, we participate in frequent San Mateo Countywide meetings for cities to collaborate on climate actions including planning, implementing energy saving measures, supporting electric vehicles, demonstrating leadership through city sustainability. We share strategies and solutions with neighboring cities to help spread the most effective carbon reduction measures.

We are part of the Managers Mobility Partnership with the managers of three other Silicon Valley cities (Palo Alto, Mountain View, and Redwood City) and Stanford University. The Partnership is designed to address our joint transportation challenges. Each of these cities, though larger than Menlo Park, faces similar opportunities and issues with expanding technology companies, increased traffic, and reduced housing affordability. As each city expands to incorporate denser, mixed use developments, we are learning from successful new developments and sharing strategies throughout Silicon Valley.

Menlo Park and neighboring communities are transitioning from quiet suburban communities to small cities that are revitalizing downtown areas and creating diverse new mobility and housing options. We think this trend of zero carbon growth could spread to dozens of other towns across the U.S.

# Bloomberg Philanthropies MAYORS CHALLENGE

**INSTRUCTIONS:**  
 Please list the major workstreams required to implement your solution at scale – but please limit to the top 5 workstreams. Include the major milestones for each of the first three years.  
 After completing this spreadsheet, please return to Question 9 and set the status to "Done."  
 Please note the following: This spreadsheet will automatically save every change you make.

Kirsten Keith  
 Menlo Park CA

Please enter your city and state in the fields below:

City	State
Menlo Park	California

For a bold idea to come to life, it requires thoughtful planning. Identify the major workstreams you've identified to implement your idea, and the major milestones associated with those workstreams over time.

Workstream		Description	Major Milestones	
List up to 5 workstreams		Provide a brief description of the workstream	List up to 5 milestones for each workstream	
			Milestone	Target Date
1	Project Design & Content	Update the General Plan, Downtown Specific Plan, citywide zoning regulations, and permitting and development practices to incorporate green building, sustainable transportation, and increased housing goals	Issue an RFP for a smart growth planning expert	March 2018
			Initiate pilot zero carbon growth planning	July 2018
			Complete pilot	Dec 2018
			Launch full planning and zoning update	Jan 2019
			Complete citywide zero carbon growth plan	Dec 2020
2	Formation of Transportation Management Association	Create the planning and governance infrastructure for the City to effectively develop, promote, and implement sustainable transportation measures	Transportation Master Plan Advisory Committee	Jan 2018
			Hire TMA Manager	July 2018
			Initiate Pilot TMA sustainable transportation	January-2019
			Refine TMA sustainable transportation programs	July-2019
			Complete suite of ongoing TMA programs	January-2020
3	Stakeholder Engagement	Ensure that all stakeholder issues and needs are discovered and addressed during the transportation and land use planning and project development processes	Update city stakeholder information	February-2018
			Create stakeholder engagement strategy	May-2018
			Launch outreach plan	June-2018
4	Benchmarking with Indicators	Measure transportation, housing, and sustainability indicators each year to track progress relative to a baseline year	Complete evaluation plan	June-2018
			Collect & analyze preliminary indicator data	January-2019
			Issue public progress report	June-2019
			Refine evaluation plan & reporting	August-2019
			Public Progress Report #2	June-2020
5	Development Implementation & Oversight	Monitor new developments as they are proposed, built and operating to ensure adherence with green growth standards	Hire development implementation consultant	February-2018
			Create inter-department development coordination	June-2018
			Conduct inter-department coordination annually	October-2018
			Inter-department coordination & report #1	April-2019
			Inter-department coordination & report #2	April-2020

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## STAFF REPORT

### City Council

**Meeting Date:** 10/17/2017

**Staff Report Number:** 17-218-CC

**Regular Business:** Consider approval of the terms of a successor agreement between the City of Menlo Park and the Menlo Park Police Sergeants' Association expiring June 30, 2019

### Recommendation

Approve the terms of a collective bargaining agreement between the City of Menlo Park and the Menlo Park Police Sergeants' Association (PSA), and authorize the City Manager to execute a Memorandum of Understanding (MOU) with a term of October 18, 2017 through June 30, 2019.

### Policy Issues

This recommendation aligns with the City's goals of balancing continued fiscal prudence in planning for potential impacts of employee retirement benefits, while also continuing to align the City as a competitive employer in the increasingly robust job market of the Silicon Valley.

### Background

On February 7, 2017, in accordance with Council's Public Input and Outreach Regarding Labor Negotiations policy, a staff report was placed on the City Council agenda providing an opportunity for public comment prior to the commencement of labor negotiations. The staff report provided a summary of background information related to labor negotiations, a summary of bargaining unit information, cost information for salaries and benefits, and key issues facing the City on labor relation matters such as employee pension cost increases and medical premiums. At that meeting, there was no public comment.

The Menlo Park Police Sergeants' Association (PSA) represents eight (8) sworn employees in the Police Department who are primarily responsible for supervision of the department's operations and service to the community. The City's and PSA's negotiation teams commenced negotiations on February 21, 2017. The parties met ten (10) times and reached a Tentative Agreement (TA) on September 27, 2017 for a successor MOU to the previous agreement which expired June 30, 2017. PSA notified the City that the TA was ratified by the membership on September 27, 2017.

### Analysis

A complete copy of the Memorandum of Understanding (MOU) with changes, as ratified by PSA members, is attached and is the document that is the subject of City Council ratification on October 17, 2017. The following tables provide a summary of the key provisions and/or changes from the previous

MOU. All changes from the prior MOU are reflected in Attachment A.

Item	Key provisions and/or changes Description	Fully Burdened Cost/Savings
<b>Term</b> MOU Article 1 Page 1	The tentative agreement (TA) provides for a two-year term beginning with City Council ratification and ending June 30, 2019. Given that negotiation of a successor agreement is not required for one fiscal year, the City is estimated to save approximately \$30,000 which reflects legal costs and internal staff time required to support negotiations.	(\$30,000)
<b>Pay rates</b> MOU Article 2 Page 1	Assuming City Council ratification on October 17, 2017, an across the board cost of living adjustment to all pay rates in this unit will occur as follows: <ul style="list-style-type: none"> <li>• 3.0%* effective the pay period beginning October 29, 2017*</li> <li>• 3.0% effective the pay period following July 1, 2018</li> </ul> *Mid-year implementation of the pay rate increase results in an annualized 33 percent decrease in the rate adjustment. This results in only a 2.01% increase for this unit in fiscal year 2017-18.	\$30,300 <u>46,600</u> \$76,900
<b>Benefit programs</b> MOU Article 6.1 Page 12	Assuming City Council ratification on October 17 <sup>th</sup> , the TA increases the City's contribution to the cafeteria plan \$14 - \$108 per month per employee, regardless of the level of coverage, effective January 1, 2019.	\$3,400
<b>Compensatory Time Off in lieu of paid overtime (CTO)</b> MOU Article 2.7 Page 4-5	The TA requires an annual cash out of CTO for all unit members. Given that CTO has a cash value currently, the cash out provision is not a new cost to the City. From a cash flow perspective, however, the 2017-18 adopted budget does not include provision for a cash out of CTO balances. Therefore a budget amendment may be required once the aggregate cash out amount is known.	-
<b>Retirement medical plan</b> MOU Article 6.4 Page 13	The TA creates a retiree medical savings account that is employee-funded and provides for the possibility of an employee to transfer sick leave to the account upon promotion to Sergeant. Currently employees who were hired between July 2004 - June 2011, also known as the donut hole, promoting from the Menlo Park Police Officers' Association to the PSA, lose their City funded retiree medical program.	-

The economic package outlined above is responsive to all three of the City's bargaining principles, as outlined in the February 7, 2017 report to the City Council announcing the City's intent to negotiate a successor agreement with PSA. Specifically:



1. **Principle #1 – Service to the Community.** Service to the community requires a skilled workforce that is committed to providing the level of customer service and responsiveness expected by the City Council, residents, and businesses in Menlo Park. The PSA group is comprised of the Police Department's mid-management personnel who are responsible for managing core law enforcement services provided to residents and business. The TA provides two years of stability for the affected PSA represented classification in the area of compensation. Too often, open and unresolved contracts have the potential to adversely impact both labor and management employees in a way that is detrimental to their ability to provide service to the community.
2. **Principle #2 – Fiscal Sustainability.** One measure of fiscal sustainability is the relationship between the TA's economic package and inflation as measured by the Consumers Price Index, All Urban Consumers (CPI-U), for the San Francisco – Oakland – San Jose region. For budgeting purposes, the City measures CPI-U based on the annual change as measured in February of each year. From February 2016 to February 2017, the CPI-U recorded an increase of 3.4%. Subsequent measures of the year-over-year change in CPI-U were 3.8% and 3.5% in April and June, respectively.

Another measure of fiscal sustainability is the cumulative fiscal impact of the TA and the relationship of that impact to the 2017-18 budget's 10-year forecast. As discussed in the budget document, the amount available for salary increases takes into consideration increasing costs for employee pension and inflationary assumptions for non-salary items. The TA contains a wage increase of 3% effective the first full pay period following full ratification, and 3% effective the pay period following July 1, 2018. While this package may be viewed as a cumulative total of 6% over two years, such a summary does not consider the impact of late implementation on the first fiscal year. With the 3% increase taking effect the first full pay period following City Council ratification, the resulting increase impacts only two thirds of the year for an effective compensation expense increase of 2.01% for the 2017-18 fiscal year. In addition to falling within the assumptions of the City's long-term fiscal forecast, the salary increases fall within assumptions made by CalPERS for payroll growth in actuarial analysis of pension liabilities.

3. **Principle #3 – Recruitment and Retention.** The terms of the successor agreement are an important component of recruiting and retaining a quality police force. In response to fiscal sustainability goals and the ability to recruit and retain a qualified police force, the City provides an above market rate compensation packages among comparable agencies. With neighboring agencies recently reaching agreement with their labor unions, the TA maintains the PSA's market position.

#### Impact of Flores v. City of San Gabriel Decision

On May 15, 2017, the U.S. Supreme Court denied the City of San Gabriel's petition for a review of the Ninth Circuit Court of Appeals' decision in *Flores v. City of San Gabriel (Flores)*. *Flores* involved a group of police officers who sued their employer (City of San Gabriel) over the employer's calculation of the employee's overtime rate. The case found that the Fair Labor Standards Act (FLSA) requires the employer to include cash payments made in lieu of health benefits into its wage calculation for overtime pay purposes. In response to the ruling, the City is currently reviewing historical payroll records to determine

the magnitude of the correction required to be in compliance with the *Flores* decision. It is important to note that the City may be required to pay liquidated damages equal to the incorrect payment for up to three years. It is also important to note that overtime earnings are not pension-able wages.

### **Impact on City Resources**

This TA results in a fiscal impact of approximately \$50,300 over two years, net of savings realized as a result of the multi-year agreement. The total cost reflects an average annual increase in total compensation for the PSA bargaining unit of 1.51%. The TA fiscal impact is within the City Council's 10-year fiscal forecast as adopted in the 2017-18 budget. It is important to note that Article 2.1 provides for a maintenance of the differential between the Menlo Park Police Officers' Association (POA) salary ranges and the PSA's salary range. If the POA reaches a wage agreement with the City that is higher than the terms of this TA with the PSA, the PSA would receive an adjustment to maintain the differential.

### **Environmental Review**

No environmental review is required for this item.

### **Public Notice**

Public Notification was achieved by posting the report 15 days prior to the Council meeting of October 17, 2017.

### **Attachments**

A. Track changes copy of Memorandum of Understanding between City and PSA expiring June 30, 2019

Report prepared by:

Dan Jacobson, Interim Finance and Budget Manager

Lenka Diaz, Human Resources Manager

Nick Pegueros, Administrative Services Director

Copy:

Mark O'Connell, Labor Relations Representative, Berry | Wilkinson | Law Group

**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN**  
**THE MENLO PARK POLICE SERGEANTS**  
**ASSOCIATION**  
**AND**  
**THE CITY OF MENLO PARK**



| ~~August 30, 2016~~ October 18, 2017 to June 30, ~~2017~~ 2019

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## PREAMBLE

This Memorandum of Understanding is reached between the City of Menlo Park (“City”) and the Menlo Park Police Sergeants’ Association (“PSA”), representing the classification of Sergeant within the City’s Police Department. The parties have reached this Memorandum of Understanding following meeting and conferring in good faith as required under Government Code Sections, 3500, et seq. Existing practices and/or benefits which are not referenced in this Memorandum and which are subject to the meet and confer process shall continue without change unless modified subject to the meet and confer process.

The parties agree as follows:

## ARTICLE 1: TERM

The term of this Memorandum shall be ~~August 30, 2016~~ October 18, 2017 to June 30, ~~2017~~2019.

## ARTICLE 2: PAY RATES AND PRACTICES

### 2.1 Salary Schedule

The salary schedule for employees in the representation unit shall be as set forth in Appendix “A” to this Agreement.

Effective the first full pay period following approval of this agreement by City Council, the pay rates for employees in this representation unit shall be increased by 3.0%.

Effective the first full pay period following July 1, 2018, the pay rates for employees in this representation unit shall be increased by 3.0%.

During the term of this Agreement, the City shall maintain the same differential between POA and PSA classifications’ base pay (“base pay” does not include premiums or other assignment-based pays), longevity pay, deferred compensation, uniform allowance, and POST incentive as existed on June 30, ~~2016~~2017.

### ~~2.2~~ One-time Payment

~~In recognition of the fact that the Parties reached total tentative agreement before June 30, 2016, each bargaining unit member shall receive a one-time accrual of 10 hours of special leave. Any special leave not utilized before October 31, 2016 will be automatically cashed out.~~

### ~~2.32~~ POST Incentive

Unit members who possess a Peace Officer Standards and Training (POST) intermediate certificate shall receive a five percent (5%) premium in accordance with the current practice.

Unit members who possess a Peace Officer Standards and Training (POST) advanced certificate shall receive a ten percent (10%) premium in accordance with the current practice.

#### 2.43 Overtime

Overtime will be applied in accordance with the Fair Labor Standards Act. Officers on a forty (40) hour assignment shall be paid overtime at the rate of time and one-half (1 -1/2) their regular rate of pay for all hours worked in excess of forty (40) hours in a single workweek. Officers who work a patrol schedule under a 7(k) work period as allowed under the Fair Labor Standards Act shall receive overtime for all hours worked in excess of one hundred and sixty-eight (168) hours in a twenty-eight (28) day work period. Hours worked shall include all hours for which the officer is in a paid status including paid leave time. Overtime is paid on a biweekly basis.

#### 2.54 Call Back Pay

Employees who are called back after leaving work at the end of a normal shift shall be entitled to a minimum of four (4) hours pay at the rate of time and one-half (1-1/2); exception: court pay is three (3) hours minimum.

#### ~~2.6 Management Benefit Package~~

~~Each represented member will be reimbursed up to Two Thousand Dollars (\$2,000.00) per fiscal year for the following:~~

- ~~(a) Civic and professional association memberships and their related programs~~
- ~~(b) Conference participation and travel expense~~
- ~~(c) Professional subscriptions~~
- ~~(d) Physical fitness programs as directed by a physician~~
- ~~(e) Tuition reimbursement:~~

~~To qualify for educational reimbursement, the education must maintain or improve the employee's skills in performing his or her job, or be necessary to meet the express requirements of the City or the requirements of applicable law. The education to which reimbursement relates must not be part of a program qualifying employees for another trade or businesses; or be necessary to meet the~~



~~minimum educational requirements for employment. Permissible educational expenses are refresher courses, courses dealing with current developments, academic or vocational courses as well as the travel expenses allocated with the course. To qualify for tuition reimbursement, coursework must be approved by the Chief of Police or his or her designee prior to the first day of class. Said approval shall be based only on the criteria in this paragraph. Course work intended to meet the entry level requirements for any positions in the City is not reimbursable. Graduate course work in the pursuit of related graduate professional programs and which enhance the skills of the employee are reimbursable as defined under the Internal Revenue Code.~~

~~———— (f) ——— Optical expenses not reimbursed by any other source~~

~~———— (g) ——— Child Care expenses:~~

~~———— The annual amount submitted for reimbursement cannot exceed the income of the lower paid spouse. The reimbursement request must be for employment related expenses for the care of one or more dependents who are under age 13 and entitled to a dependent deduction under Internal Revenue Code Section 151 (e) or a dependent who is physically or mentally incapable of caring for himself or herself.~~

~~(h) ——— Employee and dependent excess coverage for medical, dental, optical and orthodontia~~

~~(i) ——— City Recreation Programs:~~

~~———— The City will reimburse the unit members for fees paid for unit members and/or their dependents to participate in the City's Recreation Department programs.~~

~~———— Reimbursements for participation may be made if the reimbursements qualify as "no additional cost" services under Section 132 (b) of the Internal Revenue Code and that to qualify as "no additional cost" services the reimbursements must be only for classes in which the employees participate on a space available basis. Under Section 132 (f) (2) of the Code, spouses and dependent children may also participate in City sponsored recreation programs and activities on a space available basis.~~

~~(j) ——— General Provisions~~

~~Expenditures under (a), (b), (c), and (e) above must be job related and approved by the City.~~

~~Monies not spent while this document is in force may be rolled over into the following term for a period not to exceed twelve months. Excess funds may not be received in cash.~~

~~The City reserves the right to freely administer this Section and may disallow future claims that do not strictly conform to these sections, e.g., cellular phones or phone bills.~~

~~(k) — Sunset Provision~~

~~Effective December 31, 2016, this fund shall be discontinued and Section 2.6 will be deleted from the MOU. Claims shall be submitted no later than January 15, 2017 to be eligible for reimbursement.~~

2.75 Uniform Allowance

All unit members shall receive the sum of One Thousand Forty Dollars (\$1,040.00) per year to be used for the purchase and maintenance of uniforms. Payment shall be made in the amount of Forty Dollars (\$40.00) per biweekly pay period. If an eligible employee is on unpaid leave for a period of one (1) full pay period or more, the employee will not receive uniform allowance pay for that period. The City will pay the initial cost of a class A uniform for all unit members.

2.86 General Leave Cashout

An employee may cash out General Leave in accordance with the General Leave Cashout Policy.

2.97 Compensatory Time

Compensatory time accrued in a different classification may not be carried over upon promotion. All compensatory time accrued prior to promotion to Sergeant will be cashed out at the time of promotion at the employee's hourly rate immediately preceding promotion.

\_\_\_\_\_ An employee may accumulate a maximum of three hundred (300) hours of compensatory time. Once an employee has reached the limits of compensatory time in this section he/she shall receive cash at the overtime rate for all overtime worked.

Any employee who ~~has an excess~~ reaches the limit of three hundred (300) hours of compensatory time on the books will not be allowed to accrue further compensatory time until the balance falls below the three hundred (300) hours maximum.

With the last full payroll period each December, all unused compensatory time shall be cashed out at the employee's rate of pay.

~~Compensatory time in excess of the maximum allowed in the Memorandum of Understanding shall be cashed out.~~

Upon termination, all unused compensatory time shall be ~~paid off~~ paid out at the employee's final ~~existing~~ rate of pay ~~received by the employee~~.

## 2.108 Continuing Benefits

The City will pay the increased cost of existing benefits, except as specifically provided herein.

## 2.119 Bilingual Differential

2.119.1 Any position assigned to job duties requiring bilingual skills are eligible to receive Seventy-Five (\$75.00) each pay period for the use of bilingual skills in job duties arising during the normal course of work.

2.119.2 The Human Resources Department, on the basis of a proficiency test developed and administered by the City, shall determine eligibility for the bilingual pay differential.

2.119.3 Bilingual skills shall not be a condition of employment except for employees who are hired specifically with that requirement. If an employee is hired under this provision, that requirement shall be included in the initial employment letter.

2.119.4 The City retains the right to discontinue the bilingual differential, provided the City gives the exclusive representative ten (10) days written notice prior to such revocation, in order to allow the opportunity for the parties to meet and confer.

2.119.5 No employee shall be required to use bilingual skills that is not compensated under this section.

Any employee who is reassigned to another position within this bargaining unit, and was receiving the bilingual differential at the time of appointment, shall have their need for bilingual skills reviewed by the Chief of Police. If the Chief of Police determines that bilingual skills in the position are required, the differential shall continue, otherwise, the bilingual differential will be discontinued.

## 2.1210 On-Call Pay

Sergeants assigned to the detective unit who are placed in an on-call status shall be compensated for each day or portion thereof on normal days off that she/he is on-call at

the rate of fifty dollars (\$50.00) per twenty-four (24) hour period. Sergeants assigned to the detective unit who are on-call and fail to respond when called may be subject to disciplinary action.

2.1311 Vehicle Allowance

Sergeants assigned to the detective unit, who are assigned to use their personally owned vehicle for City use, shall receive a monthly automobile allowance of five hundred dollars (\$500.00). The automobile allowance shall cover all costs of operating the vehicle for City use, including but not limited to, maintenance, insurance and fuel.

2.1412 Night Shift Differential

For employees assigned to patrol, the City shall pay a shift differential of two percent (2.00%) for regular assignment to night shift. The shift differential shall not be paid on any regularly assigned schedule worked which includes day or swing shift.

Shift differential shall only be paid to employees assigned to a night shift, and shall not apply to employees filling open shifts or otherwise assigned to nights on a temporary basis. For the purposes of this section, a temporary assignment shall be defined as one consecutive pay period or less.

2.1513 Longevity Pay

Employees who have achieved levels of continuous service in a full time sworn police position with the City of Menlo Park, and who have received annual performance reviews with overall ratings of “meets standards” or above shall be eligible to receive the following:

2.1513.1 The first pay period after completing seven (7) years of service: two percent (2.00%) calculated upon base pay.

2.1513.2 The first pay period after completing eleven (11) years of service: four percent (4.00%) calculated upon base pay.

2.1513.3 The first pay period after completing fifteen (15) years of service: six percent (6.00%) calculated upon base pay.

2.1513.4 The first pay period after completing twenty (20) years of service: eight percent (8.00%) calculated upon base pay.

The maximum longevity pay that may be received by an employee is eight percent (8.00%).

## 2.1614 Working Out of Classification

Upon specific written assignment by the Police Chief or his/her designated representative, an employee may be required to perform the duties of a position in a higher classification. Such assignments shall be made to existing authorized positions that are not actively occupied due to the temporary absence of the regularly appointed employee. Any Sergeant working out of classification shall be paid five percent (5%) above their current rate of pay. Such pay shall be paid for the hours the duties are actually assigned and performed in the higher classification.

## ARTICLE 3: LEAVE PROVISIONS

### 3.1 Leave of Absence Without Pay

- 3.1.1 Leaves of absence without pay may be granted in cases of personal emergency or when such absences would not be contrary to the best interests of the City. Leaves denied in the best interests of the City shall be taken as soon as possible after the interests of the City are met. The member shall be notified of the effective date of the rescheduled leave.
- 3.1.2 Requests for leave of absence without pay must be submitted to the Police Chief in written using the Human Resources Division's form ~~using the Human Resources Division's to the Police Chief~~. The Chief may grant a unit member recommend approval of a leave of absence without pay for a period not less than four weeks nor more than one (1) year, during which time no benefits and no seniority will accrue. The Chief's recommendation shall be forwarded to the Human Resources Division for Approval. ~~shall be in writing and a copy filed with the Human Resources Department.~~
- 3.1.3 Upon expiration of a regularly approved leave, or within five (5) working days after notice to return to duty, the employee shall be reinstated in the same or an equivalent position to that held at the time the leave was granted. Failure on the part of an employee to report promptly at the expiration of the leave, or within five (5) working days after notice to report for duty shall be treated as an automatic resignation from City service unless the Chief determines that extenuating circumstances exist to excuse that absence. However, any unapproved absence may be cause for disciplinary action.
- 3.1.5 Merit pay raises and performance review dates shall be extended by the amount of the leave without pay taken.

### 3.2 Long Term Disability

3.2.1 Should any non-work related illness or injury extend beyond ~~thirty (30) working days~~ forty-five (45) consecutive days, the City will ensure continued payment to the worker ~~up to a maximum of~~ 66.67 percent of salary, ~~up to a maximum~~ as provided in the long term disability policy. The amounts paid shall be less any payments received from either workers' compensation or retirement. During the first year of disability and so long as no retirement determination has been made by the City, the worker will be entitled to continued City paid health insurance, AD&D, and dental and life insurance benefits. At the end of 365 calendar days from the date of illness or injury or unless previously retired, should the worker not be able to return to work, the worker will be permitted to continue to participate in City paid health insurance, AD&D, and dental and life insurance benefits. However, the employee will be required to pay 100% of any premiums.

### 3.3 Jury Duty and Subpoenas - Not Related to Official Duties

3.3.1 An employee required to report for jury duty or to answer a subpoena as a witness, provided the witness has no financial interest in the outcome of the case, shall be granted leave with pay from his/her assigned duties until released by the court, provided the employee remits to the City all fees received from such duties other than mileage or subsistence allowances within thirty (30) days from the termination of jury service.

3.3.2 When an employee returns to complete a regular shift following time served on jury duty or as a witness, such time falling within work shift shall be considered as time worked for purposes of shift completion and overtime computation. In determining whether or not an employee shall return to his/her regular shift following performance of the duties above, reasonable consideration shall be given to such factors as travel time and a period of rest.

### 3.4 Military Leave

3.4.1 Military leave of absence shall be granted and compensated in accordance with Military and Veterans Code Sections 389 and 395 et seq. Employees entitled to military leave shall give the appointing power an opportunity, within the limits of military regulations, to determine when such leave shall be taken.

### 3.5 Bereavement Leave

3.5.1 An employee shall be allowed leave with pay for not more than three (3) working days when absent because a death has occurred in the immediate family. For purpose of bereavement leave, members of the immediate family shall be limited to mother, father, child, sibling, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandchild, grandmother, grandfather, spouse, domestic partner, or dependent of the employee. Employees may use General Leave for bereavement

purposes for relations not included above provided such leave is approved in advance by the Chief of Police.

3.6 Workers' Compensation

3.6.1 Sworn personnel shall be granted leave with pay for a disability caused by illness or injury arising out of and in the course of his/her employment, in accordance with Section 4850 of the Labor Code of the State of California.

3.7 Training Offset Hours

3.7.1 Sergeants who work a patrol shift as part of a 4/12 work schedule shall be provided with a bank of twenty-four (24) hours for training offset, credited pay period one (1) of each payroll calendar year. The hours shall be used to fill in for the remainder of a shift where voluntary training was provided (e.g., if an employee attends an eight (8) hour day of training, the employee may use four (4) hours of training offset time to complete their twelve (12) hour shift. Eight (8) hours training plus four (4) hours training offset = twelve (12) hour shift).

These hours may only be used in conjunction with supplementing time off for voluntary training.

3.7.2 Training Offset Hours do not accrue. Any Training Offset Hours not used by the date of separation for employees separating during the year, or by the end of the last pay period in the payroll calendar year for other employees, shall not be paid out nor carried over to subsequent years. Training offset hours may not be cashed out or used for any purpose other than stated above.

ARTICLE 4: GENERAL LEAVE PROGRAM

4.1 General Leave Program

Accrual of General Leave is as follows:

1 - 5 years	216 hours
6 - 10 years	230 hours
11 - 15 years	256 hours
16 - 20 years	280 hours
20 + years	296 hours

Actual accrual is biweekly prorated from the above table. The maximum number of hours which may be accrued is One Thousand Four Hundred (1,400) hours of general leave.

- 4.1.1 Upon separation from City service accrued general leave up to the maximum may be converted to cash. The amount shall be calculated on the base hourly rate of the employee multiplied by the number of hours converted. Upon retirement from City employment an employee hired on or before June 30, 2004 may convert any accrued general leave not converted to cash to retirement health insurance credits at the rate of one (1) unit for every eight (8) hours of accumulated general leave with any remainder being rounded to the next higher credit.

Qualified employees hired on or before June 30, 2004 who have at least twenty (20) years of service with the City may elect to have their accrued general leave balance converted to retirement health credits at the rate of one (1) unit for every six (6) hours of accumulated sick leave with any remainder being rounded to the next higher credit. If this election is made, the retirement health credit calculated shall not exceed the highest HMO health plan premium as may be in effect at such time such credit is applied. Election shall be made at the time of retirement.

Reimbursement of premiums to retirees shall be in the same manner as currently done since 1990. The method of reimbursement is detailed in Appendix B.

- 4.1.2 Double Coverage. Workers who qualify for the retirement health credit conversion may elect double coverage at the rate of two (2) units for every month of paid health insurance.
- 4.1.3 Family Coverage. Workers who qualify for the retirement health credit conversion may elect family coverage at the rate of three (3) units for every month of paid health insurance.

#### 4.2 Transfer of Leave for Catastrophic Illness

Transfer of leave for catastrophic illness is designed to assist employees who have exhausted leave due to a catastrophic illness, injury or condition of the worker. This policy allows other workers to make voluntary grants of time to that worker so that he/she can remain in a paid status for a longer period of time, thus partially ameliorating the financial impact of the illness, injury or condition.

A catastrophic illness is defined as an illness which has been diagnosed by a competent physician, requiring an extended period of treatment or recuperation, and which has a significant risk to life or life expectancy. Confirmation of the condition and prognosis by a health care provider chosen by the City may be required.

The Human Resources Department will discuss with the PSA or their designated representative an appropriate method of soliciting contributions from coworkers. The contributions shall be submitted to the Human Resources Department and Human the Resources Department will process the contribution list in the order established. Any



officer shall be allowed to contribute a maximum of eighty (80) hours of leave from their accrued management leave balance to another full-time or permanent part-time worker in the City who is suffering from a catastrophic illness and has exhausted his or her own sick leave, provided, however, they have maintained a positive management leave balance of forty (40) hours or more following the donation. Once the contribution is made it cannot be rescinded.

Upon return to work, an employee may bank any remaining hours that have been contributed up to a maximum of forty (40) hours. If the contribution list has not been exhausted, the contributing workers will be notified that their contribution was not required and the balance restored.

#### 4.3 Transition to General Leave

Employees who promote into the PSA bargaining unit from a unit which accrues both sick leave and vacation will have their vacation balances converted to General Leave. Any remaining sick leave balance will be frozen and the employee may use sick leave for their own illness and injury or to care for an immediate family member who is ill or injured, as provided under state law and the City's Personnel Rules.

The City shall have the right and obligation to monitor the operation of sick leave and take appropriate action to insure that benefits are paid only for actual illness and injury.

### ARTICLE 5: NO SMOKING AREAS

City owned vehicles used by unit members shall be considered offices and designated as no smoking areas.

### ARTICLE 6: BENEFIT PROGRAMS

#### 6.1 Cafeteria Plan

6.1.1 Each active employee and retiree shall receive a City contribution equal to the minimum employer contribution for agencies participating in the Public Employees Medical and Hospital Care Act (PEMHCA).

6.1.2 The City shall continue to make a non-elective employer contribution to the flexible benefits plan on behalf of each active employee in an amount which together with the minimum PEMHCA contribution in 6.1.1 equals the following:

<u>\$2,128 per month</u>	<u>Employee plus 2/more dependents</u>
<u>\$1,647 per month</u>	<u>Employee plus 1 dependent</u>
<u>\$845 per month</u>	<u>Employee only</u>
<u>—————</u>	<u><del>\$2,085.56 per month</del></u>
<u>—————</u>	<u>Employee plus 2/more dependents</u>

~~\$1,604.28 per month~~ Employee plus 1 dependent  
~~\$802.14 per month~~ Employee only

The active employee will be responsible for any remaining premium in excess of the allocated amount.

[EXAMPLE: If the PEMHCA minimum contribution is \$122, then the City shall make a flexible benefits plan contribution of ~~\$1,964.56~~ 2006 per month for family coverage.]

Employees who waive coverage will be entitled to ~~\$349~~ 391 per month.

- 6.1.3 Effective January 1, ~~2017~~ 2019, the City shall make a non-elective employer contribution to the flexible benefits plan on behalf of each active employee in an amount which, together with the minimum PEMHCA contribution in 6.1.1 equals the following:

<del>\$2,128</del> 2,262 per month	Employee plus 2/more dependents
<del>\$1,647</del> 1,715 per month	Employee plus 1 dependent
<del>\$875</del> 889 per month	Employee only

The active employee will be responsible for any remaining premium in excess of the allocated amount.

[EXAMPLE: If the PEMHCA minimum contribution is \$122, then the City shall make a flexible benefits plan contribution of ~~\$2,140~~ 006 per month for family coverage.]

Employees who waive coverage will be entitled to \$391 per month.

- 6.1.45 Each active employee may use his/her allocated amount for any benefits permitted by law and provided for in the FSA plan document. The FSA plan document will be amended to eliminate cash distributions.
- 6.1.56 Each employee must enroll in an available PEMHCA health insurance plan or demonstrate that he/she has health insurance coverage equivalent to the PEMHCA plan in order to receive the amount identified as “no coverage.”
- 6.1.67 ~~Upon written request from the City, the parties agree to reopen this MOU and to meet and confer with the goal of replacing the Cafeteria Cash payment and Cash-In-Lieu of Medical Coverage options with a benefit of similar value which will not impact employees’ regular rate of pay pursuant to the Flores v. City of San Gabriel case. Statutory impasse procedures shall apply to these negotiations. Effective January 1, 2018, Cash-in-Lieu of Medical Coverage~~

amounts will be included in the calculation of regular rate for overtime purposes. In the event that a court issues a final decision holding that Cash-in-Lieu of Medical Coverage payments do not need to be included in the regular rate, the City will cease including Cash-in-Lieu in the regular rate.

6.2 Dental Insurance

The City shall provide dental insurance to employees and eligible dependents the month following an employee's date of hire or promotion in accordance with the City's Evidence of Coverage document.

6.3 Vision

The City shall pay the full cost for fully insured Vision Insurance provided by VSP, or an equivalent insurance provider, providing vision benefits as described in the summary plan description.

6.4 Retiree Medical Trust

The PSA shall endeavor to join the PORAC Retiree Medical Trust (RMT), or some other RMT, during the term of this MOU. The sole purpose of the RMT will be to provide funding for medical expenses and health insurance costs for eligible retirees, or qualified family members of eligible retirees as established by the RMT. Participation in the RMT shall be the complete and sole responsibility of PSA. The City shall not have any involvement in the RMT's design, its administration or in the benefits paid, nor shall the City have any responsibility for any actions of the RMT or its trustees or of PSA with respect to the RMT. PSA will indemnify, defend and hold harmless the City, its agencies, officers, and employees, against any and all claims or legal proceedings regarding the operation of the RMT.

ARTICLE 7: HOLIDAYS

7.1 Except as otherwise provided, employees within the representation unit shall have the following fixed holidays with pay:

New Year's Day	January 1
Martin Luther King Day	Third Monday in January
Lincoln's Birthday	February 12
Washington's Birthday	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Admission Day	September 9
Veterans Day	November 11

Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Fourth Friday in November
Christmas Day	December 25

One full day either December 24 or December 31

7.1.1 Designation of which one full day on either December 24 or December 31 is ~~taken off~~ fixed holiday shall be made by the Police Chief, considering the needs of the service and the officer's desires.

7.1.2 Holidays on an Employee's Regular Day Off

a. Patrol. Fixed Holiday on a Regular Day Off. If a fixed holiday falls on an employee's regularly scheduled day off for an employee who is filling a Patrol assignment, and the employee is not required to work that day, the employee shall receive eight (8) hours of holiday pay at their straight time hourly rate. In the event that any of the aforementioned days, except December 24 or 31, falls on a Sunday, the following Monday shall be considered a holiday. In the event that any of the aforementioned days falls on a Saturday, the preceding Friday shall be considered a holiday. In the event that December 24 and 31 fall on a Sunday, then the preceding Friday will be designated for purposes of the full holiday.

b. Non-patrol. When a holiday falls on the regular day off for an employee who is filling a non-Patrol assignment, and the employee is not required to work that day, that employee will normally flex his or her regular day off to account for the holiday (i.e., will use the 8 hours of holiday time to take time off on another day during the same workweek). However, with the approval of their supervisor, and subject to the operational needs of the Department, employees on a non-Patrol assignment may work their full workweek and receive an additional eight (8) hours of pay for the holiday (i.e., 40 hours for time worked plus 8 hours for the holiday).

~~7.1.3 Work on a Fixed Holiday. Any employee required to work on a fixed holiday and in addition to regular hours (e.g., on his or her regular day off) shall be paid time and one-half for such work in addition to his or her holiday regular pay. Work on a fixed holiday beyond the number of hours in the regular shift being worked on the holiday shall be compensated at double time. [For example, an employee in a special assignment working on a holiday will be entitled to double time after ten (10) hours; an employee working overtime on patrol on a holiday will be entitled to double time after twelve (12) hours.] Holiday pay shall be reported in accordance with PERS requirements.~~

7.1.43 An employee who is scheduled to work on a fixed holiday, and who does not work, including absences due to illness or injury for which they would otherwise be eligible for sick leave, shall be entitled to eight (8) hours of holiday pay and shall use general leave, or other appropriate paid/unpaid leave to make up any

difference between the holiday and his or her regularly scheduled shift. An employee will not be paid for more than his or her regular day's pay for any holiday when he or she does not work ~~due to illness or injury~~.

~~7.1.5 When a holiday falls on the regular day off for an employee who is filling a non-Patrol assignment, that employee will normally flex his or her regular day off to account for the holiday (i.e., will use the 8 hours of holiday time to take time off on another day during the same workweek). However, with the approval of their supervisor, and subject to the operational needs of the Department, employees on a non-Patrol assignment may work their full workweek and receive an additional 8 hours of pay for the holiday (i.e., 40 hours for time worked plus 8 hours for the holiday).~~

#### 7.1.4 Work on a Fixed Holiday (Non-Patrol)

- a. Holidays on Employee's Regular Workday. Any employee required to work a Non-Patrol assignment on a fixed holiday which falls on his or her regular workday shall be paid time and one-half for such work in addition to eight (8) hours of holiday pay. [For Example, if an employee has a regular work schedule of Monday through Thursday and works a full Non-Patrol shift on a holiday which falls on a Monday (his or her regular workday), he or she would be paid a total of 23 hours (8 hours holiday pay plus 10 hours at time and one half).]
- b. Holidays on an Employees' Regular Day Off. Any employee required to work a Non-Patrol assignment on a fixed holiday which falls on his or her regular day off shall be paid double time for such work in addition to eight (8) hours of holiday pay. [For Example, if an employee has a regular work schedule of Tuesday through Friday and works a Non-Patrol shift on a holiday which falls on a Monday (his or her regular workday), he or she would be paid a total of 28 hours (8 hours holiday pay plus 10 hours at double time).]

#### 7.1.5 Work on a Fixed Holiday (Patrol)

- a. Holidays on Employee's Regular Workday. Any Employee required to work Patrol on a fixed holiday which falls on his or her regular workday shall be paid time and one-half for such work in addition to his or her regular pay. Employees who work their regular shift for a fixed holiday shall not receive additional holiday pay. [For Example, if an employee has a regular work schedule of Monday through Wednesday and works a full Patrol shift on a holiday which falls on a Monday (his or her regular workday), he or she would be paid a total of 30 hours (12 hours plus 12 hours at time and one half).]
- b. Holidays on an Employee's Regular Day Off. Any employee required to work Patrol on a fixed holiday on his or her regular day off shall be paid double time for such work in addition to eight (8) hours of holiday pay pursuant to section 7.1.2. [For Example, if an employee has a regular work schedule of Wednesday through Saturday and works a full Patrol shift on a

holiday which falls on a Monday (his or her regular day off), he or she would be paid a total of 32 hours (8 hours holiday pay plus 12 hours at double time.)

7.1.6 Pay for holidays may not be taken as compensatory time off.

## ARTICLE 8: RETIREMENT PROGRAMS

### 8.1 Retirement Plan

Retirement benefits for employees hired prior to November 20, 2011 shall be those established by the Public Employees' Retirement System (PERS) for Local Safety Members 3% at age 50 Formula, highest single year.

For employees hired on or after November 20, 2011, who are not new members as defined by PERS, retirement benefits shall be those established by the Public Employees' Retirement System (PERS) for Local Safety Members 3% at age 55 formula, highest three years.

For new employees, as defined by the Public Employees' Retirement System (PERS), hired on or after January 1, 2013, retirement benefits shall be those established by the Public Employees' Retirement System (PERS) for Local Safety Members 2.7% at age 57 formula, highest three years.

### 8.2 Optional Provisions

8.2.1 1959 Survivor Allowance as set forth in Section 6 of Chapter 9 of the Public Employees' Retirement Law, commencing with Section 21570 of the Government Code, shall be provided.

8.2.2 Third Level of 1959 Survivor Benefits, as provided under Government Code Section 21573, shall be included.

### 8.3 City's Contribution to Retirement

8.3.1 The City shall pay the rate prescribed by the Public Employees' Retirement System for employer contributions to the Public Employees' Retirement System in accordance with the rules and regulations governing such employer contributions.

8.3.2 Classic employees shall contribute three percent (3.00%) toward the employer's contribution to the Public Employees' Retirement System (Employee Paid City Contribution).

- 8.3.3 To the extent permitted by law, the Employee Paid City Contribution shall be taken as a pre-tax deduction from the employees' paycheck each payroll period. The City and PSA agree that the three percent (3%) will continue past the expiration of the MOU. If for any reason the City is precluded from making the Employee Paid City Contribution deduction or the deduction cannot be made on a pre-tax basis, the parties agree to meet and confer regarding ways to cure the defect.
- 8.3.4 The parties understand that the Employee Paid City Contribution is a payment towards the Normal Cost of Retirement Benefits pursuant to Government Code Section 20516.5.

#### 8.4 Employee's Contribution to Retirement System

- 8.4.1 The full employees' contribution shall be deducted from the unit member's pay by the City and forwarded to the Public Employees' Retirement System in accordance with the rules and regulations governing such contributions.
- 8.4.2 New employees, as defined by the Public Employees' Retirement System (PERS), hired on or after January 1, 2013, shall make a member contribution of 50% of the Normal Cost of the benefit as a pre-tax deduction from the employees' paycheck each payroll period.

The City has implemented Employer Pick-up, Internal Revenue Code 414 (h) (2) on the employee's contribution to the Public Employees' Retirement System.

- 8.4.3. As soon as practicable, the City will modify its contract with CalPERS to provide for a 3.0% additional Member Contribution over and ~~above~~ Normal Contribution for classic members. This means that classic members will make an additional 3.0% contribution into their member account and will cease making the contribution in 8.3.2. The total member contribution for classic employees will be 12%.
- 8.4.4 Each employee designated by CalPERS as a "new member" (PEPRA member) in accordance with applicable laws shall contribute the greater of half of the normal cost or twelve percent (12%).
  - 8.4.4.1 In the event that half of the normal cost is less than twelve percent (12%), PEPRA members will contribute an amount equal to the difference between half of the normal cost and twelve percent (12%) toward employer's contribution to the Public Employees' Retirement System. For example, if half of the normal cost is 11.5%, PEPRA members will contribute an additional 0.5% for a total of 12%.

8.4.4.2 Any additional employer contribution paid by PEPR member shall be taken as a pre-tax deduction from the employees' paycheck each payroll period.

8.5 Honorary Retirement

8.5.1 Upon separation, an employee who leaves the service of the Menlo Park Police Department shall be considered retired provided the unit member has fifteen (15) years of service with the department and is in good standing at the time of departure.

8.5.2 An employee shall be given a retirement badge and identification card.

8.5.3 The same requirements for a concealed weapons permit shall apply as for any other applicant. A concealed weapons permit shall not be automatically approved.

8.5.4 Retirement under this section shall be honorary and shall not involve any payment or benefit to the unit member or liability on the part of the City.

ARTICLE 9: WORKING CONDITIONS

9.1 Work Schedules

The Chief of Police shall determine the appropriate regular or alternative work schedules of the Department and the various divisions, sections and details based upon the feasibility or operational needs. The Chief of Police may modify schedules to drop an alternative work schedule and revert to a regular eight (8) hour schedule except that any resulting schedule different from a five (5) days on, two (2) days off will be subject to the meet and confer process.

Alternative work schedules may be administered under the 7(k) work period provisions of the Fair Labor Standards Act.

9.1.1 4/10 Work Schedule

A 4/10 work schedule is defined as ten (10) hours per day worked, four (4) days per calendar week.

9.1.2 4/12 Work Schedule

A 4/12 work schedule is defined as a series of twelve (12) hours per day worked in four consecutive days followed by four consecutive days off. The maximum assignment may total 168 hours in a twenty-eight (28) day cycle. If utilized, the schedule is subject to the following:



9.1.2.1 The 4/12 schedule shall apply to police sergeants assigned to general patrol and shall not apply to special assignments without the approval of the Chief of Police.

9.1.3 In the event the City elects to change the scheduling of days off or starting times for the shifts, the City shall provide at least thirty (30) days' notice and an opportunity for the P.S.A. to meet and confer on such proposed changes.

9.1.4 The parties agree that provisions in the Personnel Rules and other City rules and regulations may be modified, expressly or implicitly, as they apply to those represented employees working the 4/10 or 4/12 schedule.

9.1.5 Nothing herein shall prevent the City from making temporary changes to address bona fide non-staffing emergencies that may arise during the term of this Agreement.

## 9.2 Adjustment to Schedule

Unit members regularly assigned to midnight shift may request an adjustment to their schedule provided the employee is required to conduct authorized department business following the employee's shift; there is no cost to the City; and permission is obtained in advance from the employee's supervisor.

## 9.3 Layoffs

Layoffs shall be made in reverse order of seniority. The employee with the least length of service shall be laid off first. For purposes of this Section, length of service shall include all time served in the Sergeant classification or any other classification equivalent to or higher than the rank of Sergeant.

## 9.4 Training

Officers who are normally assigned to an alternative work schedule shall revert to a five day, eight hour shift for any training that requires attendance at class for a consecutive five day period.

## 9.5 Donning and Doffing of Uniforms

It is acknowledged and understood by the City and the PSA that the donning and doffing of uniforms and related safety equipment may be performed at home or other locations outside of the Police Department.

## ARTICLE 10: GRIEVANCE PROCEDURE

## 10.1 Definitions

- 10.1.1 A “grievance” is an alleged violation, misinterpretation or misapplication of the provisions of this Memorandum of Understanding or policy and/or procedure manuals affecting the working conditions of the unit members covered by this Agreement
- 10.1.2 A “Disciplinary appeal” is an appeal from a disciplinary action of a Letter of Reprimand or higher, against a unit member covered by this Memorandum of Understanding.
- 10.1.3 A “grievant” is any unit member adversely affected by an alleged violation of the specific provision of this Memorandum, or the Union.
- 10.1.4 A “day” is any day in which the administrative offices of the City of Menlo Park are open for regularly scheduled business.

## 10.2 General Provisions

- 10.2.1 Until final disposition of a grievance, the grievant shall comply with the directions of the grievant's immediate supervisor.
- 10.2.2 All documents dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.
- 10.2.4 Time limits for appeal provided at any level of this procedure shall begin the first day following receipt of the written decision by the grievant and/or the PSA.
- Failure of the grievant to adhere to the time deadlines shall mean that the grievant is satisfied with the previous decision and waives the right to further appeal. The grievant and the City may extend any time deadline by mutual agreement.
- 10.2.5 Every effort will be made to schedule meetings for the processing of grievances at time which will not interfere with the regular work schedule of the participants. If any grievance meeting or hearing must be scheduled during duty hours, any employee required by either party to participate as a witness or grievant in such meeting or hearing shall be released from regular duties without loss of pay for a reasonable amount of time.
- 10.2.6 Any employee may at any time present grievances to the City and have such grievances adjusted without the intervention of PSA, as long as the adjustment is reached prior to arbitration and the adjustment is not inconsistent with the terms of the Memorandum: provided that the City shall not agree to the resolution of the grievance until the Association has received a copy of the grievance and the proposed resolution and has been given the opportunity to file a response. Upon

request of the grievant, the grievant may be represented at any stage of the grievance procedure by a representative of PSA.

10.2.7 As an alternative to the formal grievance procedure, the City and the PSA may mutually agree to meet and attempt to informally resolve issues involving contract interpretations and other matters affecting the relationship between the City and the PSA. A grievance must be presented within the timelines set forth in Article 10.3. However, once the parties mutually agree to informally resolve problems, the formal grievance timelines are tolled pending the informal resolution process. If, in an attempt to informally resolve issues, the parties discuss matters that are not otherwise subject to the grievance procedure, such matters shall not be eligible to be grieved under the grievance provisions of this MOU. Either party may terminate the informal process at any time and the parties will revert to the formal grievance procedure.

### 10.3 Grievance Procedure (for grievances as defined in 10.1.1)

#### 10.3.1 Level I - Immediate Supervisor

10.3.1.1 Any employee who believes he/she has a grievance which is an alleged violation of the specific provisions of this Memorandum of Understanding shall present the grievance orally to the immediate supervisor within ten (10) days after the grievant knew, or reasonably should have known, of the circumstances which form the basis for the grievance. Failure to do so will render the grievance null and void. The immediate supervisor shall hold discussions and attempt to resolve the matter within ten (10) days after the presentation of the grievance. It is the intent of this informal meeting that at least one personal conference be held between the aggrieved unit member and the immediate supervisor.

#### 10.3.2 Level II - Chief of Police

10.3.2.1 If the grievance is not resolved at Level I and the grievant wishes to press the matter, the grievant shall present the grievance in writing on the appropriate form to the Chief of Police within ten (10) days after the oral decision of the immediate supervisor. The written information shall include: (a) A description of the specific grounds of the grievance, including names, dates, and places necessary for a complete understanding of the grievance; (b) A listing of the provisions of this agreement which are alleged to have been violated; (c) A listing of the reasons why the immediate supervisor's proposed resolution of the problem is unacceptable; and (d) A listing of specific actions requested of the City which will remedy the grievance.

10.3.2.2 The Chief of Police or designee shall communicate the decision to the grievant in writing within ten (10) days after receiving the grievance. If the Chief of Police or designee does not respond within the time limits, the grievant may appeal to the next level.

10.3.2.3 Within the above time limits either party may request a personal conference.

### 10.3.3 Level III - Appeal to City Manager

10.3.3.1 If the grievant is not satisfied with the decision at Level II, the grievant may within ten (10) days of the receipt of the decision at Level II appeal the decision on the appropriate form to the City Manager. This statement shall include a clear, concise statement of the reasons for the appeal. Evidence offered in support of a disciplinary grievance filed pursuant to Article 10.2.3 of this Agreement shall be submitted in the form of written declarations executed under penalty of perjury.

10.3.3.2 The City Manager or designee shall communicate the decision in writing to the grievant within ten (10) days. If the City Manager or designee does not respond within the time limits provided, the grievant may appeal to the next level.

### 10.3.4 Level IV - Binding Arbitration

10.3.4.1 If the grievant is not satisfied with the decision at Level III, the grievant may within ten (10) days of the receipt of the decision submit a request in writing to the PSA for arbitration of the dispute. Within twenty (20) days of the grievant's receipt of the decision at Level III, the PSA shall inform the City of its intent as to whether or not the grievance will be arbitrated. The PSA and the City shall attempt to agree upon an arbitrator. If no agreement can be reached, they shall request that the State Mediation and Conciliation Service supply a panel of five names of persons experienced in hearing grievances in cities and who are members of the National Academy of Arbitrators (NAA). Each party shall alternately strike a name until only one remains. The remaining panel member shall be the arbitrator. The order of the striking shall be determined by lot.

10.3.4.2 If either the City or the PSA so requests, a separate arbitrator shall be selected to hear the merits of any issues raised regarding the arbitrability of a grievance. No hearing on the merits of the grievance will be

conducted until the issue of arbitrability has been decided. The process to be used in selecting an arbitrator shall be as set forth in 10.3.4.1.

10.3.4.3 The arbitrator shall conduct and complete the hearing on the grievance, within sixty (60) days of the date of PSA's request for arbitration. The parties may mutually agree to extend that timeline. The parties shall file their post-hearing briefs within thirty (30) days of the close of the hearing and the arbitrator shall render a decision on the issue or issues submitted within thirty (30) days of the submission of the briefs. If the parties cannot agree upon a submission agreement, the arbitrator shall determine the issues by referring to the written grievance and the answers thereto at each step.

10.3.4.4 The City and PSA agree that the jurisdiction and authority of the arbitrator so selected and the opinions the arbitrator expresses will be confined exclusively to the interpretation of the express provision or provisions of this Agreement at issue between the parties. The arbitrator shall have no authority to add to, subtract from, alter, amend, or modify any provisions of this Agreement or the written ordinances, resolutions, rules, regulations and procedures of the City, nor shall he/she impose any limitations or obligations not specifically provided for under the terms of this Agreement. The Arbitrator shall be without power of authority to make any decision that requires the City or management to do an act prohibited by law.

10.3.4.5 The award of the arbitrator shall be final and binding.

10.3.4.6 The fees and expenses of the arbitrator (including the cost of any list of arbitrators requested pursuant to Section 10.3.4.1) shall be shared equally by the City and PSA.

All other expenses shall be borne by the party incurring them, and neither party shall be responsible for the expense of witnesses called by the other. Either party may request a certified court reporter to record the entire arbitration hearing. By mutual agreement, the cost of the services of such court reporter shall be shared equally by the parties. However, each party shall be responsible for the cost of transcripts that they order.

10.3.4.7 By filing a grievance and processing it beyond Level III, the grievant expressly waives any right to statutory remedies or to the exercise of any legal process other than as provided by this grievance/arbitration procedure. The processing of a grievance beyond Level III shall constitute an express election on the part of the grievant that the grievance/arbitration procedure is the chosen forum for resolving the issues contained in the grievance, and that the grievant will not resort to any other forum or procedure for resolution or review of the issues. The

parties do not intend by the provisions of this paragraph to preclude the enforcement of any arbitration award in any court of competent jurisdiction.

#### 10.4 Disciplinary Appeals

- 10.4.1 This procedure shall be the sole and exclusive procedure for processing appeals to disciplinary actions and shall satisfy all administrative appeal rights afforded by the Public Safety Officers Procedural Bill of Rights Act, Government Code Sections 3300, et seq.
- 10.4.2 A “disciplinary appeal” is a formal written appeal of a Notice of Disciplinary Action (post-Skelly) of any punitive disciplinary action including dismissal, demotion, suspension, reduction in salary, letters of reprimand, or transfer for purposes of punishment. However, letters of reprimand are not subject to the arbitration provisions of this procedure. This procedure also shall not apply to the rejection or termination of at will employees, including those in probationary status. Any reduction in pay for change in assignment which occurs in the course of regular rotation and is not punitive shall not be subject to this procedure.
- 10.4.3 Persons on probationary status (entry-level or promotional) may not appeal under this agreement rejection on probation.
- 10.4.4 Letters of Reprimand may be appealed under this section only to the City Manager level (Section 10.4.6.)
- 10.4.5 Any appeal to any punitive disciplinary action (as defined in Section 10.1.2) shall be presented in writing to the City Manager within ten (10) days after receipt of the Notice of Disciplinary Action. Failure to do so will be deemed a waiver of any appeal. The City Manager or designee shall hold a meeting to hear the appeal within ten (10) days after the presentation of the appeal and shall issue a decision on the appeal within ten (10) days after the presentation of the appeal. For letters of reprimand, the City Manager’s decision shall be final. However the employee may write a response and have that response included in his or her personnel file.
- 10.4.6 For appeals from dismissal, demotion, suspension, reduction in salary, or transfers for purposes of punishment, if the employee is not satisfied with the decision of the City Manager, the employee may, within ten (10) days of the receipt of the decision, submit a request in writing to the PSA for arbitration of the dispute. Within twenty (20) days of the City Manager’s decision, the PSA shall inform the City of its intent as to whether or not the disciplinary matter will be arbitrated. The PSA must

be the party taking the matter to arbitration.

10.4.7 The parties shall attempt to agree to the selection of an arbitrator and may agree to strike names from a list provided by an outside agency such as the State Mediation and Conciliation Service or JAMS. However, in the event that the City and the PSA cannot agree upon the selection of an arbitrator within twenty one (21) days from the date that the PSA has notified the City of its intent to proceed to Arbitration, either party may request the Superior Court of the County of San Mateo to appoint an arbitrator who shall be a retired judge of the Superior Court.

10.4.8 The City and PSA agree that the arbitrator shall prepare a written decision containing findings of fact, determinations of issues and a disposition either affirming, modifying or overruling the disciplinary action being appealed. The parties expressly agree that the arbitrator may only order as remedies those personnel actions which the City may lawfully impose.

10.4.9 The fees and expenses of the arbitrator (including the cost of any list of arbitrators) shall be shared equally by the City and PSA. All other expenses shall be borne by the party incurring them, and neither party shall be responsible for the expense of witnesses called by the other. Either party may request a certified court reporter to record the entire arbitration hearing. By mutual agreement, the cost of the services of such court reporter shall be shared equally by the parties. However, each party shall be responsible for the cost of ~~transcripts~~ transcripts that they order.

10.4.10 Nothing herein constitutes a waiver of City or employee rights otherwise granted by law.

## ARTICLE 11: RECOGNITION

The Menlo Park Police Sergeant's Association (PSA) is the exclusive recognized organization representing employees in the classification of Police Sergeant in their employer-employee relations with the City of Menlo Park, and PSA has been certified by the City of Menlo Park as the duly recognized employee organization of said employees. PSA requires proper and advance notification on all matters that fall into the meet and confer process.

## ARTICLE 12: FULL UNDERSTANDING MODIFICATION AND WAIVER

12.1 This Memorandum of Understanding sets forth a full and entire understanding of the parties regarding the matters set forth herein, and any and all prior or existing Memoranda of Understanding, understandings and agreements regarding the matters set

forth herein, whether formal or informal, are hereby superseded and terminated in their entirety.

12.2 No practice or benefit provided by this Memorandum of Understanding shall be modified without the mutual agreement of the City and PSA.

ARTICLE 13: SEPARABILITY

13.1 If a court of competent jurisdiction finally determines that any provisions of this Memorandum is invalid and unenforceable, such provisions shall be separable, and the remaining provisions of the Memorandum shall remain in full force and effect.

ARTICLE 14: LABOR MANAGEMENT COMMITTEE

Effective for the term of this agreement, The City and PSA agree to the establishment of a Labor Management Committee (LMC) to serve as an advisory committee and to facilitate employee education and involvement in issues regarding CalPERS retirement benefits, including but not limited to, potential future costs increases and the impacts of said cost increases to the financial stability of the City.

The City and the PSA shall each select their own representatives and in equal number, with no more than three (3) on each side. Each side is encouraged to propose issues for discussion, and the committee will jointly set priorities. Decision making within this forum will be by consensus. The LMC will set up regular meetings to occur not less than once per quarter and a means for calling additional meetings to handle issues on an ad hoc basis.

The LMC is not authorized to meet and confer or create contractual obligations nor are they to change the MOU to authorize any practice in conflict with existing contracts or rules.

ARTICLE 15: EFFECT OF AGREEMENT

This Memorandum of Understanding sets forth the full and complete understanding between the parties hereto with respect to all subject matters addressed herein.

Dated \_\_\_\_\_

City of Menlo Park

Menlo Park Police Sergeants Association

\_\_\_\_\_

\_\_\_\_\_



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~~Lenk Diaz~~  
~~Acting Administrative Services Director~~

~~Sharon Kaufman~~  
~~PSA President~~

Appendix A

Salary Schedule for Classified Police Sergeants  
~~September 4, 2016 through June 30, 2017~~ Effective: October 29, 2017 to July 7, 2018

Step	Annual	Monthly	Bi-Weekly	Hourly
A	<u>\$114,733</u> \$111,390.90	<u>\$9,561</u> \$9,282.57	<u>\$4,413</u> \$4,284.27	<u>\$55.1599</u> \$53.5533
B	<u>\$120,469</u> \$116,960.43	<u>\$10,039</u> \$9,746.70	<u>\$4,633</u> \$4,498.48	<u>\$57.9179</u> \$56.2310
C	<u>\$126,493</u> \$122,808.46	<u>\$10,541</u> \$10,234.04	<u>\$4,865</u> \$4,723.40	<u>\$60.8138</u> \$59.0425
D	<u>\$132,817</u> \$128,948.88	<u>\$11,068</u> \$10,745.74	<u>\$5,108</u> \$4,959.57	<u>\$63.8545</u> \$61.9947
E	<u>\$139,458</u> \$135,396.32	<u>\$11,622</u> \$11,283.03	<u>\$5,364</u> \$5,207.55	<u>\$67.0472</u> \$65.0944

Salary Schedule for Classified Police Sergeants  
Effective July 8, 2018

<u>Step</u>	<u>Annual</u>	<u>Monthly</u>	<u>Bi-Weekly</u>	<u>Hourly</u>
<u>A</u>	<u>\$118,175</u>	<u>\$9,848</u>	<u>\$4,545</u>	<u>\$56.8147</u>
<u>B</u>	<u>\$124,083</u>	<u>\$10,340</u>	<u>\$4,772</u>	<u>\$59.6554</u>
<u>C</u>	<u>\$130,287</u>	<u>\$10,857</u>	<u>\$5,011</u>	<u>\$62.6382</u>
<u>D</u>	<u>\$136,802</u>	<u>\$11,400</u>	<u>\$5,262</u>	<u>\$65.7701</u>
<u>E</u>	<u>\$143,642</u>	<u>\$11,970</u>	<u>\$5,525</u>	<u>\$69.0586</u>

## Appendix B

### Administration of Retirement Health Credits for Retirees

Nothing herein shall be deemed a change to the current practice of reimbursing retirees for retiree health premiums. This Appendix is intended to detail the existing practice.

The intent of the retiree health insurance credit program is to reimburse employees for the cost of retiree health premiums up to the amount to which they are entitled. It is not to provide an additional cash benefit to retirees over and above the cost of the premium. Should the current procedures that are administered through PEMHCA health and the Public Employees' Retirement System change, the intent shall remain as stated above.

#### Current Practice

Upon retirement, eligible employees may choose to convert all or any portion of their general leave balance up to the maximum to retirement health insurance credits at the rate they are eligible to receive as specified in Section 4.1. Retirees may elect single coverage, double coverage or family coverage in accordance with Sections 4.1.25 and 4.1.36.

PERS will deduct the premium for the health insurance plan selected by the retiree through PEMHCA health from their monthly pension warrant, less the minimum employer contribution, which is billed separately to the City.

The City will reimburse the retiree for the amount they are eligible to receive. The amount they are eligible to receive does not include the minimum employer contribution because it is not deducted from the retiree's pension warrant. In no event will the amount reimbursed exceed the cost of the premium to the retiree less the minimum employer contribution.

All reimbursements made to the retiree are subject to Federal and State taxes and shall be reported as income as required by law.

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## STAFF REPORT

**City Council**

**Meeting Date:** 10/17/2017

**Staff Report Number:** 17-255-CC

**Regular Business:** Consider approval of Fourth Amendment to Employment Agreement between the City of Menlo Park and Alexander D. McIntyre

### Recommendation

Consider approval of (a) the Fourth Amendment to Employment Agreement between the City of Menlo Park and Alexander D. McIntyre (hereinafter, "McIntyre"), and (b) direction to review McIntyre's performance at the end of six (6) months.

### Policy Issues

The City Manager is one of two personnel appointed by the City Council directly and the terms of his appointment are detailed in a employment agreement that requires City Council action.

### Background

The City entered into an Employment Agreement with McIntyre dated February 6, 2012, which was subsequently amended, (hereinafter, the "Agreement"). McIntyre's salary is currently Two Hundred Twenty-one Thousand Eight Hundred Dollars (\$221,800.00), and the current contribution to the 401-A defined contribution plan for McIntyre is Seventeen Thousand Dollars (\$17,000) plus an additional contribution equal to the amount of the monthly health insurance premium that the City would have paid for McIntyre's health insurance coverage with such amount based on a single person coverage.

### Analysis

The proposed Fourth Amendment reflects direction provided to the City Attorney in closed session following evaluation of McIntyre's performance on October 10, 2017. In summary, the Fourth Amendment 1) Extends the term of McIntyre's employment for two years from March 8, 2018 to March 8, 2020; 2) Increases McIntyre's annual salary by five percent to Two Hundred Thirty-two Thousand Eight Hundred Ninety Dollars (\$232,890) effective October 29, 2017; 3) Consolidates and clarifies prior amendments to the City's contribution to a non-PERSable defined contribution Section 401(a) plan; and 4) Specifies that McIntyre is eligible for a non-PERSable bonus up to \$14,000 on or about October 1, 2018.

The City Council's direction is consistent with recent policy efforts to bring compensation packages for City employees up to market median. Upon evaluation of McIntyre's total compensation package, it was found that McIntyre's current agreement is thirteen percent below market median among comparable City Manager in San Mateo County. In addition to being below market, the City recently provided adjustments to the salary ranges for unrepresented executive management personnel of 4% effective October 1, 2017, which resulted in salary compaction between the City Manager and Assistant City Manager.

A five percent increase to base salary alone does not fully bring McIntyre's salary to market median. The City Council further directed adjustments to the City's non-PERSable contribution to a defined contribution 401(a) plan on McIntyre's behalf. As a defined contribution plan, the City's bi-weekly contribution on McIntyre's behalf increases McIntyre's total compensation without growing the City's PERSable payroll. Finally, the Council directed that the Fourth Amendment provides eligibility for a bonus up to \$14,000 on or about October 1, 2018. When all components of the Fourth Amendment are combined with other benefits provided to McIntyre under the Executive Management Benefits Plan, McIntyre's total compensation is consistent with marker median total compensation for comparable San Mateo County City Managers..

### **Impact on City Resources**

The salary increase of five percent will take effect beginning the fifth month of the City's fiscal year. The impact on the 2017-18 budget, \$7,400, is within budget appropriations.

### **Environmental Review**

No environmental review is required.

### **Public Notice**

Public Notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

### **Attachments**

A. Fourth Amendment to Employment Agreement (with copy of Employment Agreement and First, Second, and Third Amendment attached thereto)

Report prepared by:

Lenka Diaz, Human Resources Manager

William L. McClure, City Attorney

**FOURTH AMENDMENT TO EMPLOYMENT AGREEMENT BETWEEN  
THE CITY OF MENLO PARK AND ALEXANDER D. MCINTYRE**

The CITY OF MENLO PARK ("CITY") and ALEXANDER D. MCINTYRE ("MCINTYRE") have previously entered into that certain Employment Agreement dated February 6, 2012, as previously amended, ("Agreement") whereby MCINTYRE was employed as the City Manager of the CITY. The parties agree to modify and amend the Agreement as follows:

1. Paragraph 4 of the Agreement is amended to extend the term of MCINTYRE's employment to March 7, 2020.
2. Paragraph 7.1 of the Agreement is amended to increase MCINTYRE's annual salary by five percent (5%) from Two Hundred Twenty-One Thousand Eight Hundred Dollars (\$221,800.00) to Two Hundred Thirty Two Thousand Eight Hundred Ninety and no/100 Dollars (\$232,890.00) payable on the same terms as outlined in Paragraph 7.1 of the Agreement.
3. Paragraph 7.2 of the Agreement as previously amended is amended to read as follows:

Commencing with the effective date of this Fourth Amendment, and so long as MCINTYRE's election to opt out of the CITY's health insurance coverage and to obtain coverage on his own remains in effect, the CITY shall make a 401-A defined contribution to the 401A defined contribution plan established by the CITY with ICMA Retirement Corporation for MCINTYRE in the total amount of Thirty Eight Thousand Three Hundred Thirty Six and no/100 Dollars (\$38,336.00) per annum. The contribution shall be pro-rated and made on a bi-weekly basis in the same manner as any deferred compensation contributions made to any other employee. The contributions are fully vested. In the event MCINTYRE elects to opt into the CITY's health insurance coverage, the total contribution shall be reduced to Seventeen Thousand and no/100 Dollars (\$17,000.00) per annum. In the event that MCINTYRE separates from employment, the bi-weekly contribution shall cease on the date of termination from employment and no additional contribution shall be made.

4. Paragraph 11.3 is added to the Agreement as follows:

The City Council shall review and evaluate MCINTYRE's performance on or about October 1, 2018, and shall consider granting him a one-time bonus of up to Fourteen Thousand Dollars (\$14,000.00) based on the results of such review/evaluation.

5. The terms and provisions set forth in this Third Amendment shall be effective as of the first pay period following approval of this Fourth Amendment, or in the case of the 401A contribution, as soon thereafter as the contract with ICMA Retirement Corporation can be amended.
6. Except as modified herein all of the remaining terms and provisions of the Agreement as previously amended shall remain in effect. If any conflicts exist

between the Agreement and this Fourth Amendment, the terms of this Fourth Amendment shall govern.

CITY OF MENLO PARK

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Mayor

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Alexander D. McIntyre



**EMPLOYMENT AGREEMENT BETWEEN  
THE CITY OF MENLO PARK AND ALEXANDER D. MCINTYRE**

- 1. **Parties:** The parties to this Agreement are the CITY OF MENLO PARK (“CITY”) and ALEXANDER D. MCINTYRE (“MCINTYRE”).
- 2. **Purpose:** The purpose of this Agreement is to provide for the employment of MCINTYRE as City Manager of the CITY, as currently provided by Title 2, Chapter 2.08 of the Municipal Code of the City of Menlo Park.
- 3. **Duties:** The CITY hereby agrees to employ MCINTYRE to perform the functions and duties of City Manager for the CITY and of Executive Director of the Community Development Agency of the City of Menlo Park (“CDA”), to the extent the CDA is not dissolved, as specified in the Municipal Code of the City of Menlo Park, the job description, and any other applicable Ordinances, Resolutions or Policies, and to perform such other legally permissible and proper duties and functions as the CITY shall from time-to-time assign. MCINTYRE agrees that to the best of his ability and experience he will at all times loyally and conscientiously perform all of the duties and obligations required of him either expressly or implicitly by the terms of this Agreement. MCINTYRE agrees that he will not, so long as he is employed by the CITY, take any employment or perform any consulting duties that will interfere with or be inconsistent with the performance of his duties as City Manager for the CITY.
- 4. **Term of Agreement:** The term of MCINTYRE’s employment shall commence on March 5, 2012. MCINTYRE agrees to remain in the exclusive employ of the CITY until March 7, 2015, and neither to accept other employment nor become employed by another employer until such termination date, unless such termination date is modified as provided hereafter.
- 5. **Separation from Employment:**
  - 5.1 The City Council may, subject to the provisions set forth below, terminate the services of MCINTYRE at any time, it being expressly understood and agreed between the parties that MCINTYRE serves as an at-will employee of the City Council. The CITY must provide MCINTYRE with thirty (30) days notice prior to the separation from employment. The CITY may not give notice of separation from employment to MCINTYRE until ninety (90) days after a general municipal election, or an election in which a member of the City Council is elected, as further set forth in Section 2.08.110, paragraph five, of the Municipal Code of the City of Menlo Park.
  - 5.2 In the event of separation from employment by the City Council prior to March 7, 2015, while still willing and able to perform the duties of City Manager, MCINTYRE shall be entitled to receive compensation, consisting of a lump-sum payment of six (6) months of base salary and benefits, (“Severance Payment”), inclusive of the thirty (30) day notification period.

“Benefits” shall include all benefits payable to or on behalf of MCINTYRE, including medical premiums, with the exception of general leave (other than those amounts already accrued by MCINTYRE as of the date of separation). Both salary and benefits shall be computed as of the rates in effect as of the date of separation from employment.

The Severance Payment will release the CITY from any further obligations under this Agreement, and any claims of any nature that MCINTYRE might have against the CITY by virtue of his employment or termination thereof. Contemporaneously, with the delivery of the Severance Payment and in consideration therefore, MCINTYRE agrees to execute and deliver to the CITY a release releasing the CITY of all claims that MCINTYRE may have against the CITY. In return for such Severance Payment, MCINTYRE agrees to be reasonably available for consultation and assistance to an Interim City Manager, a newly appointed City Manager or any other Council designated appointee during the period covered by such Severance Payment.

MCINTYRE shall not be entitled to a Severance Payment in the following events:

- 5.2.1 CITY elects not to renew this Agreement.
- 5.2.2 MCINTYRE is terminated because of his conviction of a felony or misdemeanor involving moral turpitude, or is convicted of any illegal act involving personal gain to himself.
- 5.2.3 MCINTYRE dies, or MCINTYRE becomes disabled as provided in Paragraph 6 and CITY terminates his employment.
- 5.3 MCINTYRE may resign at any time from his position with the CITY provided that he gives the CITY not less than sixty (60) days’ prior written notice. Should MCINTYRE not provide the CITY with at least sixty (60) days’ prior written notice, he shall not be entitled to cash out of any benefit other than as required by law. In the event MCINTYRE resigns his position as City Manager, he shall not be entitled to a Severance Payment.
6. Disability: If MCINTYRE is permanently disabled to the extent that he cannot perform the full range of the essential functions of his position as determined by his treating physician or is otherwise unable to perform the full range of the essential functions of his position because of sickness, accident, injury, mental incapacity or other health reasons for a period of six (6) successive weeks beyond the exhaustion of all general leave, the CITY shall have the option to terminate this Agreement, subject to compliance with all provisions of law.

7. Compensation:

- 7.1 CITY agrees to pay MCINTYRE for his services rendered pursuant hereto an annual salary of One Hundred Ninety Nine Thousand Dollars (\$199,000.00) payable on a bi-weekly basis in the same manner as other employees of the CITY are paid.
- 7.2 CITY agrees to establish a 401-A defined contribution plan for the manager with ICMA Retirement Corporation, and contribute Nine Thousand Five Hundred Dollars (\$9,500.00) to such plan annually. The contribution shall be pro-rated and made on a bi-weekly basis in the same manner as any deferred compensation contributions made to any other employee. There will be no vesting period. The CITY shall pay any set-up or administrative fees. In the event that MCINTYRE separates from employment, the bi-weekly contribution shall cease on the date of termination from employment and no additional contribution shall be made.
- 7.3 CITY agrees to pay MCINTYRE the same automobile allowance provided all executive management employees, currently Three Hundred Twenty Dollars (\$320.00) per month, payable on a bi-weekly basis in the same manner as other employees of the City are paid.
- 7.4 MCINTYRE shall be entitled to the same benefits, holidays and general leave provided to CITY executive management employees under the CITY's Management Benefit Plan for Management Appointees, as such plan may be amended by the CITY from time to time. In addition, CITY shall provide MCINTYRE with a cell phone and personal computer for business and personal use.

8. Retirement Plan: MCINTYRE shall be covered by the same retirement plan by which all other "miscellaneous employees" of the City in effect as of March 5, 2012. MCINTYRE shall be placed in the appropriate miscellaneous tier according to his hire date. MCINTYRE shall pay the required employee contribution on a tax-deferred basis as provided under Section 414(h)(2) of the Internal Revenue Code, and shall contribute to the employer contribution as specified in the CITY's Management Benefit Plan for Management Appointees as such may be modified from time to time by the City Council.

9. One Time Relocation Assistance and Temporary Housing:

- 9.1 The CITY shall reimburse MCINTYRE for all reasonable relocation expenses incurred in moving his residence including transportation, packing, temporary storage of household goods and furnishing, unpacking and insurance. MCINTYRE shall obtain three quotations for such relocation services and shall select the lowest of the bids. MCINTYRE shall provide copies of the quotations to the Finance Director for documentation and reimbursement purposes. The CITY shall also pay or reimburse MCINTYRE for the expenses incurred in one economy round trip air travel between his place of residence and

Menlo Park for MCINTYRE to locate temporary housing in the vicinity of Menlo Park. The trip shall be coordinated with participation in the City Council meetings of January 30, 2012 and January 31, 2012, plus one goal setting session/Council meeting the afternoon of January 31, 2012 in Menlo Park. The total paid or reimbursed under this provision shall not exceed One Thousand Dollars (\$1,000.00).

- 9.2 The CITY shall pay MCINTYRE up to Two Thousand Five Hundred Dollars (\$2,500.00) per calendar month to reimburse him for the reasonable costs of obtaining temporary housing in the vicinity of the City while he searches for a permanent residence. This allowance shall only continue until MCINTYRE secures a permanent residence and only if MCINTYRE is incurring rental expenses, but shall in no event exceed nine (9) months. MCINTYRE shall provide copies of rental and other temporary housing expenses to the Finance Director for documentation and reimbursement purposes.

10. Housing Assistance:

- 10.1 The CITY agrees to loan to MCINTYRE up to One Million Three Hundred Fifty Thousand Dollars (\$1,350,000.00) toward the purchase price of a home, townhouse or condominium should he elect to purchase a primary residence within the City limits of the City of Menlo Park. The specific terms and conditions of the new loan are pursuant to the terms of Attachment "A".
- 10.2 During the term of this Agreement, MCINTYRE shall pay in a timely manner the loan obligation for the property acquired in Paragraph 10.1. MCINTYRE shall obtain and keep in force policies of fire and hazard insurance with limits of not less than the replacement value of the property naming both the CITY and MCINTYRE as insured parties. All taxes, homeowner dues, and other obligations assessed against the property, and the cost of maintaining the policies of fire and hazard insurance, shall be paid on a timely basis by MCINTYRE.
- 10.3 MCINTYRE shall maintain the property, at his sole expense, in good and habitable condition, reasonable wear and tear excepted. MCINTYRE may make such improvements to the property as he deems beneficial.
- 10.4 The loan to MCINTYRE shall not be assumable, and shall be immediately due and payable in full to the CITY upon sale or other transfer of title of the property to any third party. In the event that MCINTYRE's employment is terminated for any reason, the loan shall become due and payable in accordance with the terms set forth in Attachment "A". If the use of the property as the principal residence of MCINTYRE is terminated, the loan shall become due and payable in full not later than twelve (12) months following the termination of such use.

11. Performance Evaluation:

11.1 The City Council shall endeavor to review and evaluate the performance and compensation of MCINTYRE on at least an annual basis.

11.2 The City Council, in consultation with MCINTYRE, shall define such goals and performance objectives which they determine to be necessary for the proper operation of the City. In attainment of the City Council's adopted performance objectives, the City Council, in consultation with MCINTYRE, shall further establish a relative priority among the various goals and objectives, and reduce said goals and objectives to writing.

12. Professional Development: The CITY hereby agrees to budget a reasonable amount for and to pay membership fees and dues, of conference and meeting registrations, and the travel and subsistence expenses of MCINTYRE for professional development and official travel, meetings and occasions adequate to continue the professional development of the City Manager and to adequately pursue necessary official and other functions of the CITY, including, but not limited to, International City Manager's Association (ICMA) conferences. Travel and conference expenses shall be reimbursed for reasonable expenses only, and in accordance with the City's standard policies governing travel and conference expense reimbursement.

13. Non-Liability of Officials and Employees: No official or employee of the CITY shall be personally liable for any default or liability under this Agreement except MCINTYRE.

14. Bonding: MCINTYRE shall secure a public official's bond in the amount of \$200,000 as required by Section 2.08.040 of the Municipal Code of the City of Menlo Park. The CITY shall bear the full cost of such bond and/or any other bonds required of MCINTYRE under any law or ordinance.

15. Other Terms and Conditions of Employment:

15.1 The City Council, in conjunction with MCINTYRE, shall fix any other terms and conditions of employment, as it may determine from time to time, relating to the performance of MCINTYRE, provided such terms and conditions are not inconsistent with or conflict with the provisions of this Agreement or other applicable law.

15.2 All provisions of the Municipal Code of the City of Menlo Park, and regulations and rules of the CITY relating to other fringe benefits and working conditions as they now exist or hereafter may be amended, shall also apply to the City Manager as they do other employees of the CITY except as herein provided.

16. Notice: Notices pursuant to this Agreement shall be given by deposit in the custody of the United States Postal Service, postage prepaid. Alternatively, notices required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial proceedings. Notice shall be deemed given as of the date

of personal service or 48 hours after the date of deposit of such written notice in the course of transmission in the United States Postal Service to the addresses set forth below or as subsequently communicated by one party to the other in writing.

16.1 Notice to MCINTYRE shall be sent to: Alexander D. McIntyre  
6463 SW Burlingame Place  
Portland, OR 97239

16.2 Notice to CITY shall be sent to: Mayor  
City of Menlo Park  
701 Laurel Street  
Menlo Park, CA 94025

17. General Provisions:

17.1 The Agreement shall be binding and inure to the benefit of the heirs at law and executors of MCINTYRE.

17.2 This Agreement shall become effective March 5, 2012.

17.3 If any provision, or any portion therefore, contained in this Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be effective, and shall remain in full force and effect.

17.4 The persons executing this Agreement on behalf of the parties warrant that they are duly authorized to execute this Agreement.

17.5 This Agreement constitutes the entire agreement between the parties and supersedes any previous Agreements, oral or written. This Agreement may be modified or provisions waived only by subsequent mutual written agreement executed by the CITY and MCINTYRE.

17.6 This Agreement shall be interpreted as though prepared by both parties.

CITY OF MENLO PARK

Date: 2.6.12

By: Kirsten Keith  
Kirsten Keith  
Mayor

Date: 2.6.12

By: Alexander D. McIntyre  
Alexander D. McIntyre

**ATTEST:**

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**Margaret Roberts**  
**City Clerk**

ATTACHMENT "A"  
TO  
EMPLOYMENT AGREEMENT  
TERMS OF HOUSING LOAN

The CITY agrees to provide a loan(s) to MCINTYRE for purposes of purchasing a home, townhouse, or condominium unit located in the City of Menlo Park upon the following terms and conditions:

1. **Loan Amount** – The amount of the loan(s) shall not exceed One Million Three Hundred Fifty Thousand Dollars (\$1,350,000.00), which may include a first loan in the amount of not to exceed ninety percent (90%) of the purchase price and a short term bridge loan of not to exceed ten percent (10%) of the purchase price, provided the total amount of both loans shall not exceed the maximum loan amount of \$1,350,000.

2. **Interest Rate** – The interest rate on the loan(s) shall be three and one half percent (3.5%) per annum, simple interest, for five (5) years. Thereafter, the interest shall be adjusted once per year based on comparable "5/1" loans made at the time of the loan to MCINTYRE, as determined by the City Attorney.

3. **Payments** – Monthly payments shall be interest only. At MCINTYRE's option, he may make monthly payments based on an interest rate of two percent (2%) with interest of one and one-half percent (1.5%) being deferred until the loan is paid off. At the option of MCINTYRE, the monthly payments may be automatically deducted from his bi-weekly salary check or paid monthly by the first of the month. All payments shall be applied first to interest and then to principal. Upon the adjustment of the interest rate as provided in Paragraph 2, the required payment and the amount MCINTYRE may elect to defer shall be proportionately adjusted to reflect any increase in the interest rate.

4. **Late Payment Penalty** – There shall be a late payment penalty of five percent (5%) of any payment not paid within ten (10) days of the due date.

5. **Security for Loan** – The loan in the amount of not to exceed 90% of the purchase price shall be secured by a first deed of trust against the property purchased in Menlo Park with a standard title company form of deed of trust. The short term bridge loan in the amount of not to exceed 10% of the purchase price shall be secured by a second deed of trust against the Menlo Park property and also secured by a junior deed of trust against other property owned by MCINTYRE having demonstrated equity (to the reasonable satisfaction of the City Attorney) of not less than the amount of the bridge loan (after deducting estimated selling expenses for the sale of such other property).

6. **Due on Sale, Termination of Employment or Non-use as Personal Residence** – The loan(s) shall be due and payable in full on sale or transfer of the Menlo Park property, no later than twelve (12) months plus one (1) additional month for every two (2) months of completed employment after February 2013, but in any event within twenty-four (24) months following the termination of MCINTYRE's employment with the CITY for any reason, including death or disability or within twelve (12) months of MCINTYRE's failure to reside in the property, whichever shall occur first. The bridge loan shall be due and payable in full upon the earlier of (a) the sale of the other property securing said bridge loan (if only one property, or if



multiple properties are securing the bridge loan, the net sales proceeds from the sale of any one property sold shall be applied to the outstanding principal balance), or (b) one year from the date of the bridge loan.

7. **Payment of Taxes, Insurance, Maintenance and Repairs** – MCINTYRE shall keep and maintain the property in good condition and repair, reasonable wear and tear excepted, shall pay all property taxes in a timely manner, and shall maintain hazard and liability insurance for full replacement cost, with the CITY named as loss payee.


**FIRST AMENDMENT TO EMPLOYMENT AGREEMENT BETWEEN  
THE CITY OF MENLO PARK AND ALEXANDER D. MCINTYRE**

The CITY OF MENLO PARK ("CITY") and ALEXANDER D. MCINTYRE ("MCINTYRE") have previously entered into that certain Employment Agreement dated February 6, 2012, ("Agreement") whereby MCINTYRE was employed as the City Manager of the CITY. The parties agree to modify and amend the Agreement as follows:


1. Paragraph 7.2 of the Agreement is amended to include an additional sentence as follows: "If MCINTYRE elects to opt out of the CITY's health insurance coverage and to obtain coverage on his own, effective upon such election and so long as such election remains in effect, CITY shall make an additional monthly contribution to the 401-A plan established for MCINTYRE equal to the amount of the monthly health insurance premium that CITY would have paid for MCINTYRE's health insurance coverage with such amount based on single person coverage."
2. Paragraph 10.1 of the Agreement is amended to acknowledge that the amount of the existing loan to MCINTYRE in connection with the purchase of his home in Menlo Park is \$990,000 and to provide that CITY agrees to loan MCINTYRE up to an additional \$360,000 for a total loan of not to exceed \$1,350,000.00, to be used for remodeling/renovation of the home, with such additional loan to be evidenced by a promissory note and secured by a second deed of trust on MCINTYRE's home. The interest rate on the existing loan will be reduced by 0.5% from 3.5% to 3.0% with the interest rate on the additional loan to be 2.5%. The specific terms of such loans are as specified in the revised Attachment "A".
3. The terms and provisions set forth in this First Amendment shall be effective on January 1, 2014.
4. This First Amendment and the above terms and provisions are intended to be in lieu of any increase in salary or other compensation payable to MCINTYRE following his performance evaluation.
5. Nothing herein shall preclude the Council from granting a bonus to MCINTYRE at any time in the future.
6. Except as modified herein all of the remaining terms and provisions shall remain in effect.

CITY OF MENLO PARK

Date: 7/10/14

By:   
Ray Mueller, Mayor

Date: 7/14/14

By:   
Alexander D. McIntyre

ATTACHMENT "A"  
TO  
FIRST AMENDMENT TO EMPLOYMENT AGREEMENT  
TERMS OF HOUSING LOANS

The CITY has made a loan in the amount of \$990,000 to MCINTYRE for the purpose of purchasing a home in the City of Menlo Park. Effective January 1, 2014, the interest rate on the loan shall be reduced from three and one half percent (3.5%) per annum, simple interest, to three percent (3.0%) simple interest for five (5) years. Thereafter, commencing January 1, 2019, the interest rate shall be adjusted once per year based on comparable "5/1" loans made by banks at the time of such annual adjustments, as determined by the City Attorney. In addition to the existing purchase loan in the amount of \$990,000, the CITY agrees to loan MCINTYRE up to \$360,000 for a total loan of not to exceed \$1,350 million, with the additional loan to be used for remodeling/renovation of the home. The interest rate on the additional loan will be 2.5% and evidenced by a new promissory note and a second deed of trust against MCINTYRE's home. The amount of the additional loan will be based on the total cost of remodeling/renovation of MCINTYRE's home, including hard and soft costs for such remodeling/renovation based upon approved building permit plans and a contractor's estimate/bid for such work, along with estimates for soft costs, as demonstrated to the City Attorney. The following terms shall apply to both the existing loan and the additional loan:

1. **Payments** – Monthly payments shall be interest only. At MCINTYRE's option, he may make monthly payments based on an interest rate of two percent (2%) with remainder of the interest being deferred until the loan is paid off. At the option of MCINTYRE, the monthly payments may be automatically deducted from his bi-weekly salary check or paid monthly by the first of the month. All payments shall be applied first to interest and then to principal. Upon the adjustment of the interest rate as provided above, the required payment and the amount MCINTYRE may elect to defer shall be proportionately adjusted to reflect any increase in the interest rate.

2. **Late Payment Penalty** – There shall be a late payment penalty of five percent (5%) of any payment not paid within ten (10) days of the due date.

3. **Due on Sale, Termination of Employment or Non-use as Personal Residence** – The loan(s) shall be due and payable in full on sale or transfer of the Menlo Park property, no later than twelve (12) months plus one (1) additional month for every two (2) months of completed employment after February 2013, but in any event within twenty-four (24) months following the termination of MCINTYRE's employment with the CITY for any reason, including death or disability or within twelve (12) months of MCINTYRE's failure to reside in the property, whichever shall occur first.

4. **Payment of Taxes, Insurance, Maintenance and Repairs** – MCINTYRE shall keep and maintain the property in good condition and repair, reasonable wear and tear excepted, shall pay all property taxes in a timely manner, and shall maintain hazard and liability insurance for full replacement cost, with the CITY named as loss payee.

**SECOND AMENDMENT TO EMPLOYMENT AGREEMENT BETWEEN  
THE CITY OF MENLO PARK AND ALEXANDER D. MCINTYRE**

The CITY OF MENLO PARK ("CITY") and ALEXANDER D. MCINTYRE ("MCINTYRE") have previously entered into that certain Employment Agreement dated February 6, 2012, as previously amended, ("Agreement") whereby MCINTYRE was employed as the City Manager of the CITY. The parties agree to modify and amend the Agreement as follows:

1. Paragraph 4 of the Agreement is amended to extend the term of MCINTYRE's employment to March 7, 2017.
2. Paragraph 7.1 of the Agreement is amended to increase MCINTYRE's annual salary from One Hundred Ninety-Nine Thousand Dollars (\$199,000.00) to Two Hundred Seventeen Thousand Five Hundred Dollars (\$217,500.00), payable on the same terms as outlined in Paragraph 7.1 of the Agreement.
3. Paragraph 7.2 of the Agreement is amended to increase the annual contribution to the 401-A defined contribution plan by Seventy-Five Hundred Dollars (\$7,500.00), payable on the same terms as outlined in Paragraph 7.2 of the Agreement.
4. The terms and provisions set forth in this Second Amendment shall be effective as of March 7, 2015.
5. Except as modified herein all of the remaining terms and provisions shall remain in effect. If any conflicts exist between the Agreement and this Second Amendment, the terms of this Second Amendment shall govern

Date: June 4, 2015

CITY OF MENLO PARK

By: 

Mayor

Date: June 4, 2015

By: 

Alexander D. McIntyre

**THIRD AMENDMENT TO EMPLOYMENT AGREEMENT BETWEEN  
THE CITY OF MENLO PARK AND ALEXANDER D. MCINTYRE**

The CITY OF MENLO PARK ("CITY") and ALEXANDER D. MCINTYRE ("MCINTYRE") have previously entered into that certain Employment Agreement dated February 6, 2012, as previously amended, ("Agreement") whereby MCINTYRE was employed as the City Manager of the CITY. The parties agree to modify and amend the Agreement as follows:

1. Paragraph 4 of the Agreement is amended to extend the term of MCINTYRE's employment to March 7, 2018.
2. Paragraph 7.1 of the Agreement is amended to increase MCINTYRE's annual salary from Two Hundred Seventeen Thousand Five Hundred Dollars (\$217,500.00) to Two Hundred Twenty-One Thousand Eight Hundred Dollars (\$221,800.00), payable on the same terms as outlined in Paragraph 7.1 of the Agreement.
3. The terms and provisions set forth in this Third Amendment shall be effective as of March 7, 2016.
4. Except as modified herein all of the remaining terms and provisions shall remain in effect. If any conflicts exist between the Agreement and this Third Amendment, the terms of this Third Amendment shall govern

CITY OF MENLO PARK

Date: 10/7/2016

By:   
\_\_\_\_\_

Mayor

Date: 10/10/14

By:   
\_\_\_\_\_

Alexander D. McIntyre

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## STAFF REPORT

**City Council**

**Meeting Date:**

**10/17/2017**

**Staff Report Number:**

**17-254-CC**

**Regular Business:**

**Consider approval of salary ranges for new and existing job classifications and adopt a resolution amending the City Council adopted salary schedule**

### Recommendation

Staff recommends that the City Council approve salary ranges for the job classifications of Assistant to the City Manager, City Clerk, Project Manager I/II, Senior Accounting Assistant, Senior Library Assistant, Senior Water System Specialist, and adopt a resolution amending the City Council adopted salary schedule.

### Policy Issues

The City Council retains sole authority to amend the City's salary schedule.

### Background

On September 27, 2017, the City Council approved successor agreements for employees represented by SEIU Local 521 and AFSCME Local 829 which included adjustments to salaries and benefits for existing classifications. Additionally, the Council approved amendments to the Executive Management Benefits Plan document which covers unrepresented management positions including the Assistant to the City Manager and the City Clerk classifications. Due to changing operational needs and an updated contract proposal for the City Manager, further amendments to the salary schedule are recommended to adjust existing salary ranges and adopt ranges for new classifications that will meet the City's ability to attract and retain a highly skilled workforce. The number of authorized classifications on the salary schedule does not override the City's Council's number of authorized personnel as approved in the budget and subsequent City Council action.

### Analysis

Prior to filling vacant positions, management assesses the impacts resulting in a work group resulting from a vacancy or group of vacancies. In that assessment, consideration is given to the current and anticipated work plan, composition of the existing department staff and the ability to make appropriate reassignments if available, and the current labor market. This assessment provides valuable information when deciding whether a position should be recruited and at what level. Staff has discussed the actions recommended in this report in Labor Management Committee with SEIU Local 521, the unit most directly impacted by the recommendations. The following recommendations arise out of those assessments and City Council approval is required to move forward with the recruitment process as outlined below.

To determine salary ranges, staff relies on two factors. First, the results of the 2015-16 Classification and Compensation study conducted by Koff & Associates provided the City with market rate compensation analysis by job family. A job family is a series of classifications that generally reflect a career path within the



organization. An example job family is the planner series where the career path progresses from the Planning Technician classification at entry level to the Principal Planner classification at the most skilled level. In a job family structure, Koff recommended a differential between levels within a job family of between 10% and 15%. When the Koff study was applied to the City's existing salary schedule in 2015-16, a decision was made that the City would maintain internal alignments, i.e. salary differentials between positions as existed at the time, and an effort would be made to move toward best practice as new classifications are added or existing classifications are more comprehensively reviewed.

1. Senior Library Assistant – This is a new classification that fulfills needs identified by management in the library and does not increase the number of authorized full time equivalent classifications in the library department. The Library's 2015 Departmental Organizational and Administrative Review recommended the reorganization of some of the library's service areas and staffing models. As positions have opened and changes have been implemented, the library has moved from six functional divisions with six supervisors to three functional divisions.

If approved, the Senior Library Assistant classification is key to completing the library's internal organization. The Assistant Library Services Director now supervises Adult Services and the Literacy Program and the Senior Librarian now supervises Youth Services and the Belle Haven Branch. The requested Senior Library Assistant classification will oversee Access Services which include Circulation Services and Technical Services, thus completing the new staffing model recommendations from the 2015 departmental review. Given the duties assigned and level of supervision exercised, this classification will be designated as represented by AFSCME Local 829. Upon City Council approval of the salary schedule, however, the unit designation process which allows all unions the opportunity to appeal management's designation will commence. There will be no increase in full time equivalent employees with the approval of this classification and salary range. The recommended salary range is 10% higher than the Library Assistant III, or a top step of \$81,348.

2. Project Manager I/II – This is a new classification that does not increase the number of authorized full time equivalent classifications but provides for staffing flexibility to meet the needs of the organization. The Public Works Department currently has engineering classifications. However, there are a number of Capital Improvement Plan (CIP) projects that could benefit from greater staffing flexibility to execute them. Given today's job market, a Project Manager classification would allow for the recruitment of a broader based pool of applicants inclusive of both non-engineers and engineers. The Project Manager classification is intended to meet a number of functions needed in Public Works, including the ability to facilitate the execution of numerous projects at the same time. Specific tasks include the development of budgets, procurement of necessary resources, keeping the project on track and on schedule and ensuring that the project objectives are met.

The Project Manager would also be responsible for hiring contractors and professionals, preparing contracts and would be responsible for obtaining the permits required to execute the work. Unlike an engineer, the Project Manager would not be responsible for providing engineering specific design expertise, but rather a focus on the administrative skills required to identify and acquire the resources needed to complete a project. Under this proposal, the Project Manager would work primarily on CIP projects. Given the duties assigned and level of supervision exercised, the Project Manager I classification will be designated as represented by SEIU Local 521 and the Project Manager II classification will be designated as represented by AFSCME Local 829. Upon City Council approval of the salary schedule, however, the unit designation process which allows all unions the opportunity to appeal management's designation will commence. There will be no increase in Public Works full time equivalent employees with the approval of this classification and



salary range. The recommended salary range for Project Manager I is internally aligned with the salary range already approved for Associate Engineer, a top step of \$119,797. Project Manager II would be 10% higher than Project Manager I for a top step of \$131,776.

3. Senior Water System Operator – This classification was created as part of the 2015-16 Classification and Compensation Study for non-sworn personnel prepared by Koff and Associates. At that time, the study recommended the Water System Operator job family which fulfills operational needs of the City's water division. Unfortunately, the recommended salary range presented at that time contained an error in that it did not incorporate the study's best practice recommendation to maintain certain salary differentials within job families. Given the duties assigned and level of supervision exercised, this classification will be designated as represented by SEIU Local 521. There will be no increase in full time equivalent employees with the approval of this classification and salary range. The proposed range which has a maximum salary of \$87,041 corrects for this error.
4. Senior Accounting Assistant – Similar to the Senior Water System Operator, the Senior Accounting Assistant position was an oversight when finalizing the 2015-16 Classification and Compensation Study conducted by Koff and Associates. Through the study, Koff recommended implementation of a best practice implement job families that provided for increasingly complex work as an employee's skills and experience increase over time in the general format of a level I, level II, and senior. The ability to grow line staff and assign more complex work provides for greater flexibility in operations by allowing for cross training and dissemination of more complicated tasks. In addition, the distribution of knowledge and workload protects the organization from instability resulting from staff attrition. Given the duties assigned and level of supervision exercised, this classification will be designated as represented by SEIU Local 521. There will be no increase in full time equivalent employees with the approval of this classification and salary range. The recommended salary range is 10% higher than the Accounting Assistant II or \$79,634.
5. City Clerk – The City Clerk position became vacant in June and the City recently completed a recruitment that was ultimately unsuccessful. As the City prepares to launch the next recruitment, staff is recommending an increase in the salary range for City Clerk to provide an internal alignment with other division manager classifications in the City Manager's Office such as Housing & Economic Development Manager and Sustainability Manager. The higher range reflects the responsibilities of this position and provides a more attractive compensation package for individuals who may already be a City Clerk in another agency. The position reports to the City Manager, supervises the Deputy City Clerk, and exercises statutory duties as prescribed by California Government Code. There will be no increase in full time equivalent employees with the approval of this classification and salary range. The recommended salary range maximum is \$144,252.
6. Assistant to the City Manager – In preparation for the library system improvement project, staff has advised the City Council for the need to recruit a highly skilled project manager to ensure that the project moves forward in a timely manner. Given the complexities anticipated of a high profile, fast paced, and dynamic project such as the library system improvement project, the organization requires an individual who is capable of managing extensive public processes, is a skilled communicator with key stakeholders including major donors and key community organizations and members. This position will report to the City Manager and is expected to work collaboratively with department heads, the City Attorney, and possibly City Council subcommittees if one is in place for the high profile project. These skills and duties as well as the management discretion that this individual will exercise during high profile projects, such as having a higher approval authority for contracts and change orders than non-department heads, rises above the Project Manager I/II

classification. The Assistant to the City Manager is an at-will position unrepresented by a bargaining unit and is exempt from the Fair Labor Standards Act (FLSA) which, among other things, makes this a salaried position and not an hourly position subject to overtime pay requirements. In recognition of these expanded duties and the tight labor market, staff recommends an increase in the salary range for the Assistant to the City Manager position similar to the City Clerk. There will be no increase in full time equivalent employees with the approval of this classification and salary range however staff has requested under a separate City Council action an additional full time equivalent employee to perform many of the functions outlined above. The recommended salary range maximum is \$144,252.

The recommendations above, if approved by the City Council, amend the City Council adopted salary schedule to provide for identified needs as the result of management's assessment of current and anticipated workload as well as an effort to align with compensation best practices within job families. City Council approval of this recommendation does not provide an automatic increase to any existing employee's compensation. Additionally, City Council approval of this recommendation does not increase the number of authorized full time equivalent employees.

In addition to the above recommendations to approve salary ranges for the job classifications of Assistant to the City Manager, City Clerk, Project Manager I/II, Senior Accounting Assistant, Senior Library Assistant, Senior Water System Specialist, the proposed salary schedule includes the amendment to the City Manager's contract, presented in staff report 17-255-CC.

### **Impact on City Resources**

This action does not result in salary increases for existing employees beyond those presented in other staff reports and therefore there is no fiscal impact of this action on the current fiscal year budget.

### **Environmental Review**

No environmental review is required for this item.

### **Public Notice**

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

### **Attachments**

- A. Proposed City of Menlo Park Salary Schedule effective October 29, 2017
- B. Resolution Amending the City Council Adopted Salary Schedule

Report prepared by:

Lenka Diaz, Human Resources Manager  
Dan Jacobson, Interim Finance and Budget Manager  
Nick Pegueros, Administrative Services Director

City of Menlo Park  
**PROPOSED** Salary Schedule effective October 29, 2017

Classification Title	Minimum (Step A)	Step B	Step C	Step D	Maximum (Step E)
Accountant I	\$ 77,631	\$ 81,513	\$ 85,589	\$ 89,868	\$ 94,362
Accountant II	\$ 85,028	\$ 89,048	\$ 93,248	\$ 97,733	\$ 102,391
Accounting Assistant I	\$ 55,051	\$ 57,661	\$ 60,323	\$ 63,142	\$ 66,063
Accounting Assistant II	\$ 60,323	\$ 63,142	\$ 66,063	\$ 69,151	\$ 72,395
Administrative Assistant	\$ 60,504	\$ 63,331	\$ 66,262	\$ 69,359	\$ 72,613
Administrative Services Director	\$ 152,054	Open Range			\$ 190,066
Assistant City Manager	\$ 160,578	Open Range			\$ 211,761
Assistant Community Development Director	\$ 119,894	Open Range			\$ 156,644
Assistant Community Services Director	\$ 122,657	Open Range			\$ 153,321
Assistant Engineer	\$ 93,631	\$ 98,093	\$ 102,783	\$ 107,690	\$ 112,820
Assistant Library Services Director	\$ 122,657	Open Range			\$ 153,321
Assistant Planner	\$ 84,834	\$ 88,823	\$ 93,081	\$ 97,517	\$ 102,175
Assistant Public Works Director	\$ 133,223	Open Range			\$ 166,529
Assistant to the City Manager	<del>\$ 104,882</del>	Open Range			<del>\$ 131,102</del>
	\$ 115,402				\$ 144,252
Associate Civil Engineer	\$ 105,062	\$ 110,091	\$ 115,339	\$ 120,911	\$ 126,769
Associate Engineer	\$ 99,284	\$ 104,036	\$ 108,996	\$ 114,262	\$ 119,797
Associate Planner	\$ 93,081	\$ 97,517	\$ 102,175	\$ 107,064	\$ 112,188
Associate Transportation Engineer	\$ 110,091	\$ 115,339	\$ 120,911	\$ 126,769	\$ 132,911
Building Custodian	\$ 54,996	\$ 57,604	\$ 60,263	\$ 63,078	\$ 65,997
Building Inspector	\$ 90,186	\$ 94,522	\$ 99,028	\$ 103,762	\$ 108,716
Business Manager	\$ 93,078	\$ 97,554	\$ 102,204	\$ 107,091	\$ 112,204
Child Care Teacher I	\$ 49,210	\$ 51,442	\$ 53,771	\$ 56,221	\$ 58,881
Child Care Teacher II	\$ 54,996	\$ 57,604	\$ 60,263	\$ 63,078	\$ 65,997
Child Care Teacher's Aide	\$ 36,921	\$ 38,591	\$ 40,337	\$ 42,144	\$ 44,004
City Attorney	n/a	Set by contract			\$ 120,000
City Clerk	<del>\$ 101,624</del>	Open Range			<del>\$ 127,029</del>
	\$ 115,402				\$ 144,252
City Manager	n/a	Set by contract			<del>\$ 221,800</del>
					\$ 232,890
Code Enforcement Officer	\$ 77,581	\$ 81,248	\$ 85,080	\$ 89,173	\$ 93,422
Communications and Records Manager	\$ 107,794	\$ 113,025	\$ 118,454	\$ 124,166	\$ 130,137
Communications Dispatcher	\$ 78,667	\$ 82,386	\$ 86,272	\$ 90,421	\$ 94,730
Communications Training Dispatcher	\$ 82,386	\$ 86,272	\$ 90,421	\$ 94,730	\$ 99,260
Community Development Director	\$ 151,850	Open Range			\$ 189,811
Community Development Technician	\$ 65,980	\$ 69,034	\$ 72,260	\$ 75,651	\$ 79,205
Community Service Officer	\$ 64,511	\$ 67,545	\$ 70,673	\$ 74,027	\$ 77,581
Community Services Director	\$ 153,927	Open Range			\$ 192,408
Construction Inspector	\$ 85,080	\$ 89,173	\$ 93,422	\$ 97,889	\$ 102,563
Contracts Specialist	\$ 68,124	\$ 71,327	\$ 74,630	\$ 78,173	\$ 81,925
Custodial Services Supervisor	\$ 63,282	\$ 66,211	\$ 69,305	\$ 72,557	\$ 75,966
Deputy City Clerk	\$ 70,665	\$ 74,027	\$ 77,581	\$ 81,248	\$ 85,080
Engineering Services Manager/City Engineer	\$ 133,223	Open Range			\$ 166,529
Engineering Technician I	\$ 70,922	\$ 74,206	\$ 77,729	\$ 81,459	\$ 85,310
Engineering Technician II	\$ 79,507	\$ 83,248	\$ 87,162	\$ 91,341	\$ 95,694
Enterprise Applications Support Specialist	\$ 93,078	\$ 97,554	\$ 102,204	\$ 107,091	\$ 112,204
Equipment Mechanic	\$ 70,665	\$ 74,027	\$ 77,581	\$ 81,248	\$ 85,080
Executive Assistant	\$ 69,082	\$ 72,324	\$ 75,721	\$ 79,283	\$ 83,012
Executive Assistant to the City Mgr	\$ 73,595	Open Range			\$ 89,454
Facilities Maintenance Technician I	\$ 58,881	\$ 61,592	\$ 64,511	\$ 67,545	\$ 70,673

City of Menlo Park  
**PROPOSED** Salary Schedule effective October 29, 2017

Classification Title	Minimum (Step A)	Step B	Step C	Step D	Maximum (Step E)
Facilities Maintenance Technician II	\$ 64,511	\$ 67,545	\$ 70,673	\$ 74,027	\$ 77,581
Finance and Budget Manager	\$ 119,870	Open Range			\$ 151,694
Gymnastics Instructor	\$ 39,397	\$ 41,180	\$ 43,039	\$ 44,960	\$ 47,028
Housing & Economic Development Manager	\$ 115,402	Open Range			\$ 144,252
Human Resources Manager	\$ 119,870	Open Range			\$ 151,694
Human Resources Technician	\$ 63,924	\$ 66,948	\$ 69,937	\$ 73,349	\$ 76,799
Information Technology Manager	\$ 119,870	Open Range			\$ 151,694
Information Technology Specialist I	\$ 68,854	\$ 72,297	\$ 75,912	\$ 79,709	\$ 83,695
Information Technology Specialist II	\$ 76,504	\$ 80,098	\$ 83,866	\$ 87,810	\$ 92,020
Information Technology Supervisor	\$ 89,107	\$ 99,045	\$ 104,258	\$ 109,746	\$ 115,521
Junior Engineer	\$ 75,532	\$ 79,308	\$ 83,274	\$ 87,438	\$ 91,810
Librarian I	\$ 65,997	\$ 69,082	\$ 72,324	\$ 75,721	\$ 79,283
Librarian II	\$ 74,027	\$ 77,581	\$ 81,248	\$ 85,080	\$ 89,173
Library Assistant I	\$ 51,442	\$ 53,771	\$ 56,221	\$ 58,881	\$ 61,592
Library Assistant II	\$ 56,221	\$ 58,881	\$ 61,510	\$ 64,511	\$ 67,545
Library Assistant III	\$ 61,510	\$ 64,511	\$ 67,545	\$ 70,673	\$ 73,952
Library Clerk	\$ 36,061	\$ 37,692	\$ 39,397	\$ 41,180	\$ 43,039
Library Page	\$ 26,454	\$ 27,649	\$ 28,902	\$ 30,210	\$ 31,578
Library Services Director	\$ 148,092	Open Range			\$ 185,115
Literacy Program Manager	\$ 75,966	\$ 79,539	\$ 83,279	\$ 87,272	\$ 91,431
Maintenance Worker I	\$ 56,221	\$ 58,881	\$ 61,510	\$ 64,511	\$ 67,545
Maintenance Worker II	\$ 61,510	\$ 64,511	\$ 67,545	\$ 70,673	\$ 74,027
Management Analyst I	\$ 81,443	\$ 85,516	\$ 89,793	\$ 94,282	\$ 98,997
Management Analyst II	\$ 93,078	\$ 97,554	\$ 102,204	\$ 107,091	\$ 112,204
Office Assistant	\$ 50,522	\$ 52,826	\$ 55,217	\$ 57,833	\$ 60,504
Parking Enforcement Officer	\$ 56,221	\$ 58,881	\$ 61,510	\$ 64,511	\$ 67,545
Permit Manager	\$ 105,876	\$ 110,942	\$ 116,252	\$ 121,793	\$ 127,678
Permit Technician	\$ 65,980	\$ 69,033	\$ 72,260	\$ 75,651	\$ 79,204
Plan Check Engineer	\$ 106,062	\$ 111,140	\$ 116,437	\$ 122,063	\$ 127,975
Planning Technician	\$ 75,651	\$ 79,204	\$ 82,931	\$ 86,831	\$ 90,994
Police Chief	\$ 164,070	Open Range			\$ 205,087
Police Commander	\$ 147,663	Open Range			\$ 184,579
Police Corporal	\$ 99,412	\$ 104,383	\$ 109,602	\$ 115,082	\$ 120,836
Police Officer	\$ 92,369	\$ 96,987	\$ 101,836	\$ 106,928	\$ 112,275
Police Records Specialist	\$ 61,510	\$ 64,511	\$ 67,545	\$ 70,673	\$ 74,027
Police Recruit	n/a	Hourly Rate			\$ 74,819
Police Sergeant	<del>\$ 111,391</del>	<del>\$ 116,960</del>	<del>\$ 122,808</del>	<del>\$ 128,949</del>	<del>\$ 135,396</del>
	\$ 114,733	\$ 120,469	\$ 126,493	\$ 132,817	\$ 139,458
Principal Planner	\$ 112,393	\$ 119,429	\$ 125,145	\$ 131,111	\$ 135,535
Program Aide/Driver	\$ 35,323	\$ 36,921	\$ 38,591	\$ 40,337	\$ 42,144
Program Assistant	\$ 50,321	\$ 52,616	\$ 54,996	\$ 57,604	\$ 60,263
<b>Project Manager I</b>	<b>\$ 99,284</b>	<b>\$ 104,036</b>	<b>\$ 108,996</b>	<b>\$ 114,262</b>	<b>\$ 119,797</b>
<b>Project Manager II</b>	<b>\$ 109,212</b>	<b>\$ 114,440</b>	<b>\$ 119,896</b>	<b>\$ 125,688</b>	<b>\$ 131,776</b>
Property and Court Specialist	\$ 64,511	\$ 67,545	\$ 70,673	\$ 74,027	\$ 77,581
Public Works Director	\$ 155,975	Open Range			\$ 194,967
Public Works Superintendent	\$ 117,784	Open Range			\$ 147,189
Public Works Supervisor - City Arborist	\$ 93,606	\$ 98,094	\$ 102,768	\$ 107,677	\$ 112,830
Public Works Supervisor - Facilities	\$ 94,272	\$ 98,792	\$ 103,499	\$ 108,444	\$ 113,632
Public Works Supervisor - Fleet	\$ 95,772	\$ 100,363	\$ 105,145	\$ 110,168	\$ 115,439
Public Works Supervisor - Park	\$ 89,109	\$ 93,381	\$ 97,831	\$ 102,504	\$ 107,409



City of Menlo Park  
**PROPOSED** Salary Schedule effective October 29, 2017

Classification Title	Minimum (Step A)	Step B	Step C	Step D	Maximum (Step E)
Public Works Supervisor - Streets	\$ 89,109	\$ 93,381	\$ 97,831	\$ 102,504	\$ 107,409
Recreation Aide	\$ 33,794	\$ 35,323	\$ 36,921	\$ 38,591	\$ 40,337
Recreation Coordinator	\$ 66,211	\$ 69,305	\$ 72,557	\$ 75,966	\$ 79,539
Recreation Leader	\$ 26,454	\$ 27,649	\$ 28,902	\$ 30,210	\$ 31,578
Recreation Supervisor	\$ 81,510	\$ 85,355	\$ 89,460	\$ 93,723	\$ 98,204
Red Light Photo Enforcement Specialist	\$ 72,324	\$ 75,721	\$ 79,283	\$ 83,012	\$ 86,992
Revenue and Claims Manager	\$ 93,078	\$ 97,554	\$ 102,204	\$ 107,091	\$ 112,204
Senior Accountant	\$ 97,783	\$ 102,406	\$ 107,236	\$ 112,394	\$ 117,750
<b>Senior Accounting Assistant</b>	<b>\$ 66,355</b>	<b>\$ 69,456</b>	<b>\$ 72,669</b>	<b>\$ 76,066</b>	<b>\$ 79,635</b>
Senior Building Inspector	\$ 101,220	\$ 106,062	\$ 111,140	\$ 116,437	\$ 122,063
Senior Civil Engineer	\$ 115,710	\$ 121,300	\$ 127,177	\$ 133,339	\$ 139,836
Senior Communications Dispatcher	\$ 86,272	\$ 90,421	\$ 94,730	\$ 99,260	\$ 103,998
Senior Engineering Technician	\$ 85,310	\$ 89,335	\$ 93,631	\$ 98,093	\$ 102,783
Senior Equipment Mechanic	\$ 77,749	\$ 81,542	\$ 85,378	\$ 89,332	\$ 93,571
Senior Facilities Maintenance Technician	\$ 70,665	\$ 74,027	\$ 77,581	\$ 81,248	\$ 85,080
Senior Librarian	\$ 85,355	\$ 89,460	\$ 93,723	\$ 98,204	\$ 102,893
<b>Senior Library Assistant</b>	<b>\$ 67,661</b>	<b>\$ 70,962</b>	<b>\$ 74,299</b>	<b>\$ 77,741</b>	<b>\$ 81,348</b>
Senior Maintenance Worker	\$ 70,665	\$ 74,027	\$ 77,581	\$ 81,248	\$ 85,080
Senior Management Analyst	\$ 104,712	Open Range			\$ 126,229
Senior Office Assistant	\$ 55,217	\$ 57,833	\$ 60,504	\$ 63,331	\$ 66,262
Senior Planner	\$ 102,175	\$ 107,064	\$ 112,188	\$ 117,536	\$ 123,214
Senior Police Records Specialist	\$ 64,511	\$ 67,545	\$ 70,673	\$ 74,027	\$ 77,581
Senior Program Assistant	\$ 61,112	\$ 63,968	\$ 66,971	\$ 70,117	\$ 73,416
Senior Recreation Leader	\$ 31,578	\$ 33,005	\$ 34,500	\$ 36,061	\$ 37,692
Senior Sustainability Specialist	\$ 76,640	\$ 80,306	\$ 84,150	\$ 88,161	\$ 92,420
Senior Transportation Engineer	\$ 115,710	\$ 121,300	\$ 127,177	\$ 133,339	\$ 139,836
Senior Water System Operator	<del>\$ 70,665</del>	<del>\$ 74,027</del>	<del>\$ 77,581</del>	<del>\$ 81,248</del>	<del>\$ 85,080</del>
	\$ 72,508	\$ 75,864	\$ 79,410	\$ 83,136	\$ 87,041
Sustainability Manager	\$ 115,402	Open Range			\$ 144,252
Sustainability Specialist	\$ 65,997	\$ 69,082	\$ 72,324	\$ 75,721	\$ 79,283
Transportation Demand Management Coordinator	\$ 86,992	\$ 91,136	\$ 95,491	\$ 100,059	\$ 104,849
Water Quality Specialist	\$ 75,721	\$ 79,283	\$ 83,012	\$ 86,992	\$ 91,136
Water System Operator I	\$ 60,249	\$ 62,948	\$ 65,740	\$ 68,988	\$ 72,199
Water System Operator II	\$ 65,916	\$ 68,968	\$ 72,191	\$ 75,578	\$ 79,128
Water System Supervisor	\$ 90,239	\$ 94,539	\$ 99,056	\$ 103,795	\$ 108,763

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**RESOLUTION NO. XXXX**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO  
PARK AMENDING THE SALARY SCHEDULE**

WHEREAS, pursuant to the Personnel System Rules, the City Manager prepared a Compensation Plan; and

NOW, THEREFORE, BE IT RESOLVED that the following compensation provisions shall be established in accordance with the City's Personnel System rules.

BE IT FURTHER RESOLVED that any previous enacted compensation provisions contained in Resolution No. 6402 and subsequent amendments shall be superseded by this Resolution.

BE IT FURTHER RESOLVED that the changes contained herein shall be effective October 29, 2017.

I, Jelena Harada, Deputy City Clerk of the City of Menlo Park, do hereby certify that the above and foregoing Resolution was duly and regularly passed and adopted at a meeting by said Council on the seventeenth day of October 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this seventeenth day of October 2017.

Jelena Harada  
Deputy City Clerk

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## STAFF REPORT

### City Council

**Meeting Date:** 10/17/2017

**Staff Report Number:** 17-252-CC

**Informational Item:** Update on the Heritage Tree replacement planting at 1810 Bay Laurel Drive

### Recommendation

This is an information item and does not require Council action.

### Policy Issues

The City Council requested an informational item on this topic.

### Background

On June 7, 2017, the City Arborist sent a letter to the property owner denying the heritage tree application submitted to remove one (1) Heritage Tree at 1810 Bay Laurel Drive.

On June 14, 2017, the property owner submitted an appeal for the denial of the heritage tree removal permit application (application).

On July 26, 2017, the Environmental Quality Commission reviewed and discussed the appeal of the City Arborist's denial of the application. The commissioners received a staff report from the City Arborist, as well as comments from the appellant. There was no public comment received on the item and following questions and discussion, the commission voted to deny the appeal and uphold the City Arborist's decision to deny the application. Following the Environmental Quality Commission's action, staff received a request from the property owner to appeal the commission's decision to the City Council.

On August 22, 2017, the City Council considered the appeal for the application to remove the heritage tree at 1810 Bay Laurel Drive and approved the removal with a conditions as mentioned below.

- Removal upon receipt of approve permit
- Replant with 24" box tree and provide documentation within 30 days of Heritage Tree removal

### Analysis

On September 29, 2017, property owner provided documentation of replacement tree planting in the form of images of planted trees. Upon inspection, the City Arborist confirmed that two replacement trees were planted in accordance with the removal permit conditions of approval.

### Public Notice

Public Notification was achieved by posting the agenda, with the agenda items being listed, at least 72

Staff Report #: 17-252-CC

hours prior to the meeting.

**Attachments**

None

Report prepared by:  
Christian Bonner, City Arborist

**STAFF REPORT****City Council****Meeting Date:** 10/17/2017**Staff Report Number:** 17-256-CC**Informational Item:** Hello Housing quarterly report**Recommendation**

This is an informational item and no action is required.

**Policy Issues**

Hello Housing administers aspects of Menlo Park's Below Market Rate (BMR) Housing Program and this report is consistent with the City's policies and efforts to improve housing affordability in Menlo Park.

**Background**

Menlo Park's Below Market Rate (BMR) Program was created in 1988 to provide affordable homeownership and rental opportunities for low and moderate-income families living or working in Menlo Park. The City currently has 65 owner-occupied BMR units, with three more coming online soon. They also have four rental, city managed, BMR Units and more units available in the Gateway Apartments, Willow Court & Willow Terrace, Crane Place & Partridge Place, Anton Menlo and Sequoia Belle Haven.

In the late 1980s, Menlo Park's Purchase Assistance Loans (PAL) and Emergency Rehab Loan (ERL) programs were created. The PAL program was a second mortgage loan designed to help homebuyers qualify for a first mortgage loan and was only offered to first time homebuyers. PAL loans were funded from the BMR fund and its terms were 30 years at 5 percent. The ERL program was funded by the Redevelopment Agency (RDA) and provided home improvement and emergency repair funds to income-qualified homeowners in the Belle Haven neighborhood. The RDA was dissolved in early 2012.

San Mateo County also had two loan programs called the Community Development Block Grant (CDBG) and the Rehab Loan Program. They worked similar to RDA's ERL loan, but was funded by the county and managed and administered by the City of Menlo Park.

Menlo Park's BMR Housing and Loan Programs were managed by its own Housing Division, until 2012 when it was dissolved with the RDA. After the dissolution, Menlo Park contracted with Palo Alto Housing Corporation (PAHC) for BMR program administration and with Hello Housing for PAL loan management. In June 2014, the City did not renew its contract with PAHC and contracted with Hello Housing to manage BMR and PAL loan servicing, while city staff managed the RDA and CDBG loans.

In May 2015, the City amended Hello Housing's contract so they managed the Ownership-BMR program, the four city-managed BMR rentals and all four loan programs (PAL, ERL, RDA and CDBG).

### **Analysis**

Attachment A is the third quarterly report from Hello Housing for 2017. Hello Housing provides a quarterly update to the Housing Commission, but given the additional public interest in affordable housing, staff feels that quarterly reports are appropriate information items for The City Council. The Housing Commission reviewed and accepted the report from Hello Housing at its October 11, 2017, meeting.

### **Public Notice**

Public Notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

### **Attachments**

A. Hello Housing 2017 Q3 Report

Report prepared by:

Meghan Revolinsky, Management Analyst II

Report reviewed by:

Jim Cogan, Housing and Economic Development Manager

## MEMORANDUM

**Date:** August 30, 2017

**To:** Jim Cogan, Housing and Economic Development Manager for the City of Menlo Park

**From:** Hello Housing, Administrator of Menlo Park's Below Market Rate (BMR) Housing Program

**Subject:** Quarterly BMR Housing Program Report – Q3 2017

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The City of Menlo Park is currently contracted with Hello Housing, a nonprofit housing organization, to administer its Below-Market Rate (BMR) Housing Program along with providing loan servicing of the City's below market rate loans, including Purchase Assistance Loans, CDBG Loans, Rehab Loans and Emergency Rehab Loans. This Quarterly Report contains an update on Hello Housing's activities during the third quarter of 2017 (Q3).

#### **BMR Home Resale and Refinance Activity**

<i><b>BMR Home Resales</b></i>	<i><b>BMR Home Refinances or HELOCs</b></i>	<i><b>BMR Home Value Calculation Requests</b></i>
<b>0</b>	<b>1</b>	<b>1</b>

During Q3, there were no resales or refinances that took place within the BMR portfolio. One homeowner applied for a Home Equity Line of Credit (HELOC) which Hello Housing has recommended for approval by the City and is expected to close in September. Hello Housing provided the owner with their maximum BMR resale value and discussed the guidelines for City approval of a HELOC. Hello Housing obtained the required documentation from the homeowner's lender and determined that the HELOC meets the City's guidelines for subordinate financing. Hello Housing generated a Subordination Agreement, Request for Copy of Notice of Default and Escrow Instructions which will be signed by City staff and routed to the title company.

#### **City Owned BMR Rental Housing**

Hello Housing completed the annual income recertification of the households living in the four BMR rental units located at 1175 and 1177 Willow Road. All tenant households were found to be in compliance with the program income eligibility requirements.

## Below Market Rate Waiting List Management

Hello Housing manages the City's Waiting List for the BMR Housing Program. This includes accepting and processing applications from interested households and doing an annual mailing campaign to recertify current waiting list members. Households may apply to be on the waiting list purchase a BMR unit or may apply to be on the interest list to rent a BMR unit, or both.

During Q3, Hello Housing has so far processed 12 new BMR waiting list applications, 7 of which were eligible to be added to the list.

The number of eligible households currently on the Waiting List is as follows:

<b>Program</b>	<b># of Participants</b>
BMR Homeownership Waiting List Only	16
BMR Rental Interest List Only	86
BMR Homeownership Waiting List + BMR Rental Interest List	126
<b>Total</b>	<b>228</b>

## Below Market Rate Preservation Projects

A key BMR preservation and protection activity is currently underway by Hello Housing to ensure that BMR homeowners have not over-encumbered their BMR homes with unapproved loans. Under this activity, Hello Housing completed a forensic review of all loan activity across the portfolio to determine if any Home Equity Loans or any other unapproved loan transactions have taken place across the portfolio that would be in violation of the BMR program guidelines. 12 homeowners were identified as being at risk of over-encumbrance. Hello Housing ordered preliminary title reports for these properties and completed an in-depth review of each report, also performing a financial analysis to estimate the amount of over-encumbrance for each home based on their current maximum BMR resale value.

Through this process, one homeowner was identified who had a delinquent property tax payment from 2012-2013 that resulted in a property tax lien of nearly \$17,000. Hello Housing sent the homeowner a letter, alerting her to the fact that in California, the County tax collector is able to sell your home in order to satisfy the defaulted property taxes after a 5-year waiting period and asking her to contact us as soon as possible. The homeowner immediately contacted us to inform us that she is currently in a payment plan with the County and has already paid about half of the amount due. She plans to repay the remaining amount this year, and will be sending documentation to Hello Housing.

Five homeowners were identified who appear to owe more debt against their BMR homes than their maximum BMR resale value. The results of these analyses were shared with City staff and Hello Housing subsequently drafted letters to each of the five delinquent homeowners informing them of next steps to be taken in order to bring them back into compliance. Upon review and approval by the City Attorney, Hello Housing will mail the letters to the homeowners and will continue to monitor their cases to determine whether the over-encumbrances are resolved or if further escalation is needed.

Hello Housing also monitors Notices of Default that are recorded on BMR properties with the goal of preventing the BMR home from being lost from the affordable housing portfolio through foreclosure. No Notices of Default have been received during Q3.

### Loan Servicing

In addition to administering the City's BMR Housing Program, Hello Housing provides loan servicing of the City's Purchase Assistance Loans, CDBG Loans, Rehab Loans and Emergency Rehab Loans. Below is a general summary of loans serviced under Hello Housing's contract.

Total funds remitted back to the City through loan servicing in the second quarter\* of 2017: **\$49,227.48** \*remittance for 3<sup>rd</sup> quarter takes place on 9.30.17.

<b>BMR Loan</b>	<b>Total Loans under Hello's Contract</b>	<b>Total Loans Paid Off</b>	<b>Currently Serviced</b>
<b>Purchase Assistance Loans</b>	<b>39</b>	<b>16</b>	<b>23</b>
<b>CDBG Loans</b>	<b>23</b>	<b>8</b>	<b>15</b>
<b>REHAB Loans</b>	<b>9</b>	<b>4</b>	<b>5</b>
<b>ERL Loans</b>	<b>13</b>	<b>7</b>	<b>6</b>
<b>Total</b>	<b>84</b>	<b>35</b>	<b>49</b>

Since taking on the loan servicing contract in 2013, Hello Housing has developed a process of engaging with delinquent borrowers in order to assist them to begin making payments on their City loans. As of this report, 35 loans have been paid off in full (totaling roughly \$1.6M in principal and accrued interest) and 27 delinquent borrowers have returned to compliance on their loan payment commitments. However, a small subset of borrowers (5) have been unresponsive to our attempts at communication. Hello Housing has been working with City staff to create plans of action specific to each delinquent borrower.

## **BMR Homeownership Opportunities**

### **1274 Garden Street, East Palo Alto**

During the first week of September 2017, Hello Housing will send a marketing flyer the BMR Homeownership Waiting List, informing them of an opportunity to purchase a BMR home in the City of East Palo Alto through San Mateo County's Single-Family Preservation Pilot Program. This home is part of a portfolio of homes which were purchased as part of a pilot program design to expand and preserve affordable, single-family homeownership and rental housing for low and moderate-income households in East Palo Alto and Menlo Park. The home is available to households earning less than 120% of the Area Median Income and will have resale restrictions. Households will have the opportunity to submit pre-applications on Hello Housing's website between 9/1/17-9/22/17. A lottery drawing will be held and eligible households will be ranked by preference points, as follows:

- 1 Point: At least one adult household member currently lives in the City of East Palo Alto.
- 1 Point: At least one adult household member currently works in the City of East Palo Alto.
- 1 Point: If no one in the household lives in the City of East Palo Alto, at least one adult member of the household moved out of East Palo Alto no more than three years ago, after having lived in East Palo Alto for at least 10 consecutive years.

### **Other BMR Program Activities**

Hello Housing acts as a resource to all current BMR homeowners and borrowers to field questions that may come up around compliance with program requirements. The BMR Deed Restrictions and Program Guidelines contain policies on several aspects of owning a BMR home that each homeowner agreed to follow. Hello Housing works with homeowners on an ongoing basis to provide clarity on these policies when questions come up. Topics may include transfers of title, inheritance of BMR homes, refinancing requirements, the resale process, City policy on owner occupancy, preferred lender referrals for refinancing, and other questions.





## STAFF REPORT

### City Council

**Meeting Date:** 10/17/2017

**Staff Report Number:** 17-257-CC

**Informational Item:** Update on the Bedwell Bayfront Park Master Plan Project

### Recommendation

This is an information item only and does not require any action by the City Council.

### Policy Issues

The Project is consistent with City policies and 2017 Menlo Park City Council Work Plan item No. 13 – Develop a Bedwell Bayfront Park (BBP) operations and maintenance plan to enhance use, improve access and determine sustainable funding sources for ongoing maintenance.

### Background

Originally a sanitary landfill, development of Bedwell Bayfront Park began in 1982 and was completed in 1995. When opened, the park was designed as a passive open space with minimal improvements including bike/pedestrian trails and restrooms. Today, users enjoy “passive-recreation” through activities that include hiking, running, bicycling, dog walking, bird watching, kite flying and photography.

The park has seen a significant increase in usage over the years as the recreational interests and needs of users and area residents have changed. Through various public forums, the City has learned that there is a desire for docent-led educational programs and tours, as well as spaces for interpretive displays and exhibits throughout the park. Other improvements requested by the community include access and connectivity to the Bay for non-motorized small boats such as canoes, kayaks or sailboards similar to the floating dock at the Palo Alto Baylands Nature Preserve. Park goers have also been expressing concerns over some conditions at the park. Other feedback include concerns over off-leash dogs.

Additionally, drones or other unmanned aircraft systems (UAS) at the park have been a significant concern for some park users over the past few years with the growth of the drone consumer market. Although model aircraft hobbyists have used the park for years to fly their planes, concern for other park users’ safety, wildlife disturbance and other commercial and light aircraft overhead. On August 23, 2016, the Menlo Park City Council voted to prohibit all model aircraft in the City’s parks, including Bedwell Bayfront Park. At this meeting however, it was stated by the City Council that a master plan process for Bedwell Bayfront Park would allow an opportunity to reconsider establishing a designated area for model aircraft.

In response to all of these requests, the Council included an item in their 2016 and 2017 work plans (No.17 and No. 13 respectively) to develop a park operations and maintenance plan to enhance use, improve access and determine a sustainable funding sources for ongoing maintenance.

City staff issued a request for proposals (RFP) to identify a consultant to develop a master plan to provide a long-term vision and general development guide for the park and its facilities, including how to protect

resources, improve amenities to enhance the park user experience, manage visitor use, plan for future park enhancements and develop a financing plan to pay for maintenance and the capital cost of the park. The master plan would recommend improvements for the next 25 years. After a competitive process, Callander Associates Landscape Architecture was selected as the most qualified consultant based on their expertise in similar projects and their understanding of and approach to the project scope. In addition, the services of APTIM (formerly CB&I) were acquired to perform a technical evaluation to ensure that any proposed improvements developed in the master plan are consistent with the operation and maintenance needs of the former landfill.

At their meeting on February 7, 2017, Council approved the scope of work and authorized the City Manager to enter into agreements with Callander Associates Landscape Architecture for the development of the BBP Master Plan and with APTIM for the technical evaluation of the plan. The Parks and Recreation Commission staff report that includes the project scope of work and additional background information is included in Attachment A.

### **Analysis**

Work began on the master plan in February 2017 and continued for the next 9 months. After an extensive community engagement process including four community meetings and open houses, stakeholder focus groups, intercept events and project surveys, the draft park master plan was presented to the Parks and Recreation Commission during a study session at their meeting on October 11, 2017. A full description of the community engagement efforts and an overview of the draft park master plan is included in the Commission staff report (Attachment A).

The Commission meeting was well attended and received significant public comment and discussion regarding the park master plan. Following a presentation from City staff and the project consultant, Callander Associates, the Commission was asked to provide general feedback on the draft park master plan and recommend any changes based on the community's input. In particular, the Commission was asked to address three components that received marginal support and were not included in the preferred plan: a proposed outdoor classroom seating area, off-leash Dog Park and a model glider area.

During their discussion, Commissioners expressed support for the outdoor classroom concept because it would support the goals of education and park access for children. Previously an amphitheater was proposed which was not supported but the concept of a less intrusive, nature friendly meeting space such as an outdoor classroom garnered more support. The other idea that received unanimous support by the Commission and those in attendance was the need for a park ranger to enforce park rules and also support educational goals. The need for a park ranger has been a constant theme throughout the master plan process.

The off-leash Dog Park amenity was not supported by a majority of the Commission. Commissioners expressed concerns over noise and inconsistency with other passive uses of the park. The amenity received mixed feedback during the community outreach process. Park users who are also dog owners did not feel that the park is an appropriate location but mentioned that new developments in the adjacent areas were including dog runs and other amenities in their developments and didn't feel that having a separate off-leash Dog Park area would solve the off-leash dog problem.

The two proposed amenities that received a significant amount of discussion during the study session were hand launched gliders in the park and the kayak launch.

There was mixed support by the Commission for hand gliders, which was reflected by those attending the

meeting. Glider activity, has been compared to kite flying which is permitted at the park, is in stark contrast to other radio-controlled engine propelled aircraft and drones which are noisy and fly at greater heights and distances. Some Commissioners expressed support for gliders but would like to see pre and post glider bird surveys completed in order to gauge their impact before the activity would be permitted.

The boat and kayak launch is included in the draft master plan based on a majority of community support, supporting data received to date, and other projects Callander Associates and other consultants have completed around the Bay Area. The Commission did not oppose the proposed amenity but wanted additional information from the surrounding Don Edwards Wildlife Refuge before they would support it. The Commission also understood that further investigation would be needed before the activity would be permitted but this went beyond the scope of the project consultant.

Following the study session, the final Bedwell Bayfront Park Master Plan will be presented to the Commission at their meeting on October 25, 2017. At this meeting the Commission will be asked to approve a final recommendation to the City Council. The master plan will be presented to the City Council for their consideration during regular business on November 14, 2017.

### **Impact on City Resources**

City staff is working with Callander Associates to determine overall project costs which include addressing current deferred maintenance, costs for new activities and enhancements, sea level rise and 100 year flood event, and needed landfill improvements. Project costs will be phased in over a period of 15 years for a park plan life of 25 years. This information will be presented to the City Council at their meeting on November 14, 2017.

### **Environmental Review**

The project is categorically exempt under Class 6 of the current State of California Environmental Quality Act Guidelines, which allows for information collection, research and resource evaluation activities as part of a study leading to an action which a public agency has not yet approved, adopted or funded. The results of the project will identify environmental reviews and studies required to advance the project.

### **Public Notice**

Public Notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

### **Attachments**

A. Parks and Recreation Commission Staff Report for October 11, 2017

Report prepared by:  
Derek Schweigart, Assistant Community Services Director

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## STAFF REPORT

### Parks and Recreation Commission

Meeting Date: 10/11/2017

Staff Report Number: 17-022-PRC

Study Session: Bedwell Bayfront Park Master Plan Draft Review

### Recommendation

City staff recommend that the Parks and Recreation Commission receive and provide feedback on the draft park master plan for Bedwell Bayfront Park.

### Policy Issues

The Project is consistent with City policies and 2017 Menlo Park City Council Work Plan item No. 13 – Develop a Bedwell Bayfront Park (BBP) operations and maintenance plan to enhance use, improve access and determine sustainable funding sources for ongoing maintenance.

### Background

BBP is the City's largest park and the City's only open space on the San Francisco Bay. Consisting of 160 acres, the Park's trails and hills provide great views of the Don Edwards Wildlife Refuge and South Bay. Its hilly terrain now serves as a landmark high point along the edge of the Bay.

Originally a sanitary landfill, construction of BBP on the site began in 1982 and was completed in 1995. Currently, the park is designed as a passive open space with minimal improvements, including bike/pedestrian trails and restrooms. Users enjoy "passive-recreation" through activities that include hiking, running, bicycling, dog walking, bird watching, kite flying and photography.

The park has seen a significant increase in usage over the years as the recreational interests and needs of users and area residents have changed. Through various public forums the City has learned that there is a desire for docent-led educational programs and tours, as well as spaces for interpretive displays and exhibits throughout the park. Other improvements requested by the community include access and connectivity to the Bay for nonmotorized small boats such as canoes, kayaks or sailboards similar to the floating dock at the Palo Alto Baylands Nature Preserve. In response to these requests, the Council included an item in their 2016 and 2017 work plans (No.17 and No. 13 respectively) to develop a park operations and maintenance plan to enhance use, improve access and determine sustainable funding sources for ongoing maintenance.

Staff issued the BBP Master Plan Request for Proposals (RFP) on November 4, 2016. The scope of work presented in the RFP included developing a Master Plan providing a long-term vision and general development guide for the park and its facilities, including how to protect resources, improve amenities to enhance the park user experience, manage visitor use, plan for future park enhancements and develop a financing plan to pay for maintenance and the capital cost of the park. The Master Plan was required to recommend improvements for the next 25 years. After a competitive process, Callander Associates Landscape Architecture was selected as the most qualified consultant based on their expertise in similar projects and their understanding of and approach to the project scope.

In conjunction with the BBP Master Plan RFP, staff issued a Request for Quotes to APTIM (formerly CB&I) for the development of the BBP Master Plan – Technical Evaluation. The primary objective of the Technical Evaluation was to ensure that the proposed improvements developed in the Master Plan are consistent with the operation and maintenance needs of the former landfill. APTIM and Callander Associates Landscape Architecture were required to collaborate on the development of the Master Plan. In addition, APTIM was tasked with identifying the regulatory and industry standard practices for similar park operations in former landfills; evaluating the park’s potable water and fire protection systems; and developing a feasibility study for the beneficial reuse of the landfill gas that is currently flared. The findings of the Technical Evaluation will be incorporated in the BBP Master Plan.

At their meeting on February 7, 2017, Council approved the scope of work and authorized the City Manager to enter into agreements with Callander Associates Landscape Architecture for the development of the BBP Master Plan and with APTIM for the technical evaluation of the plan. The staff report that includes the project scope of work is included as Attachment A.

**Analysis**

Work began on the Master Plan with the creation of the BBP Master Plan Community Outreach Plan that was presented to Council at their meeting February 28, 2017. The extensive community engagement plan was based on the City’s Community Engagement Model and includes:

- Project review by the Parks and Recreation Commission and City Council
- Stakeholder coordination
- Interactive workshops and community meetings
- Community newsletter
- On-site posters
- Event promotional booths
- Project website
- Formation of an oversight and outreach committee

**Outreach Effort**

The oversight and outreach group consisting of City staff, Parks and Recreation and Environmental Quality Commissioners, a Friends of Bedwell Bayfront Park representative, a community member at-large from Belle Haven, a local environmental conservation group representative and a local business representative provided feedback from different segments of the community and were responsible for getting the word out to their respective groups. In addition, the project team worked with agencies that have a direct impact on the park including the South Bay Salt Pond Restoration Project, SAFER Bay, Don Edwards Wildlife Refuge, West Bay Sanitary District and a host of other agencies to address interjurisdictional issues and concerns regarding proposed park improvements. Through the following events and meetings, the project team gathered qualitative data supporting the design direction for the preferred master plan:

Meeting	Date	Purpose
Kick-off Meeting	2/8/17	Kick-off the project and review outreach and strategy
Oversight Group Meeting # 1	3/23/17	Review project goals and open house format materials
Open House # 1	4/8/17	Solicit community input on what users would like to see for BBP
Oversight Group Meeting # 2	6/8/17	Review open house # 1 results and design alternatives

Open House # 2	6/17/17	Solicit community input on the design alternatives
Interagency Meeting	7/12/17	Solicit input on the design alternatives
Open House # 3	8/10/17	Solicit input from members of the Belle Haven neighborhood
Oversight Group Meeting # 3	9/13/17	Review open house # 2 and # 3 results and the draft park plan
Parks and Recreation Commission	10/11/17	Study session on the draft park plan seeking community and commission input
Parks and Recreation Commission	10/25/17	Recommendation on the draft park plan
City Council Meeting	11/14/17	Solicit input and approval of park master plan

Public participation was a priority for the project and three (3) public outreach events have been hosted. Open House # 1 was held on April 8, 2017 at the Senior Center; Open House # 2 was held on June 17, 2017 at Bedwell Bayfront Park; and Open House # 3 was held August 11, 2017 again at the Senior Center with focused marketing geared to the Spanish speaking population in Belle Haven. The community was notified about these input opportunities through an extensive list of activities, including mailers, email blasts, intercept events at the park and throughout the City and indirect methods including on- and off-site posters, newsletter ads, and City webpage updates. Materials included information in both English and Spanish.

Notification Method	Open House # 1	Open House # 2	Open House # 3	PRC/Public Mtg # 4
Update City webpage	✓	✓	✓	✓
Update Facebook page	✓	✓	✓	✓
E-mail blast to stakeholders	✓	✓	✓	✓
E-mail blast to NextDoor	✓	✓		✓
Ad/notice in Belle Haven newsletter*	✓	✓		✓
Direct utility billing*	✓			
On-site marquee / electronic board	✓	✓		✓
On-line survey for Open House*	✓	✓	✓	
E-mail blast to prior attendees		✓	✓	✓
Outreach at community events	✓	✓	✓	
Project outreach on-site	✓	✓		
On-site posters*	✓	✓		✓
Posters at City facilities*	✓	✓	✓	
On-site brochures*	✓	✓		✓
Direct postcard mailing*			✓	



Event Spanish translator\*

✓

✓

✓

\*Resources available in Spanish

### **Community Meetings and Feedback**

Open Houses have been a primary input method. To bolster the input received, an on-line survey was created for the first two Open Houses to allow for input by a wider audience.

#### Open House # 1

Open House #1 was Saturday April 8, 2017 at the Senior Center in Belle Haven from 10 a.m. to 2 p.m. It was a very rainy day, but 50 people attended and 39 people completed a response packet. The packet was the primary collection tool used to gather feedback at this event. The packet asked participants to review materials and respond to questions identifying preferred activities and amenities for the park. A survey based on the open house materials was posted on-line and received 70 responses.

At the event participants were asked to define “passive recreation”. Bedwell Bayfront Park was founded as a passive recreation park, but the definition of this meaning ranges in interpretation. The public was asked to respond to a grid of images describing passive recreation from less active to more active. People were also asked to respond to park amenities images indicating preferred amenities to include in the master plan.

A slightly larger number of participants supported a “more active” park (ie. the addition of activities such as fitness equipment) than a “less active” park. Participants also supported preserving the park’s natural qualities and keeping a majority of the trails unpaved. Input gathered at Open House # 1, both from the meeting and through the online survey, was utilized to generate concept alternatives. Results from Open House # 1 were summarized and made available at Open House # 2. The input results from Open House # 1 and the first on-line survey are included as Attachment B.

#### Open House # 2

Open House # 2 took place on Saturday, June 17, 2017 at Bedwell Bayfront Park from 10 a.m. to 2 p.m. In the midst of a heat wave 60 people attended and 56 completed response packets. Participants were asked to review the materials and respond to questions to help identify preferences between two concept plan alternatives.

Plan alternatives varied in design emphasis, amenities, types of uses, and materials used. Participants were asked to select a preferred plan and provide input on features they liked, disliked, or would like to change. This allowed participants to customize the plan by providing comments on park features and describing what they would change about the design, if anything. A third option, or a “Do Nothing” option, was not provided because the design team wanted the public to respond to specific concepts and describe why certain features were desired or not desired, in order to have enough qualitative data to develop a preferred plan. Additionally, a “Do Nothing” approach would not address Council’s basic project goals of addressing existing access and infrastructure deficiencies and the future pressures of development in the Bayfront area.

#### Open House # 3

Open House # 3 was held on Thursday, August 10, 2017 in response to the low participation of Spanish-speaking participants at prior events. A significant percentage of park users speak Spanish and live in the Belle Haven neighborhood, less than 2 miles from the park. The same content from Open House # 2 was utilized for Open House # 3 but materials were translated and two Spanish interpreters participated. Twenty eight people attended the evening meeting, and 19 packets were turned in. The on-line survey, which spanned Open Houses # 2 and # 3, yielded 151 responses.



The community input received indicated a preference for Plan A (42%) over Plan B (32%). 27% of respondents elected not to select a preferred plan, indicating a potential desire for the “Do Nothing” option. A majority of participants (more than 50%) were in favor of preserving existing uses (i.e. walking, jogging, kite flying, biking on paved paths, orienteering, geocaching, and The Great Spirit Path artwork) and providing wheelchair accessible paths and summits. A majority of respondents also supported the addition of amenities such as picnic tables and seating, educational support facilities such as habitat restoration and interpretive signage, and new uses such as nature play and a boat launch. Respondents were split in their support of a fitness course, amphitheater, model gliders, off-leash dog park, and ranger’s office building. The input results from Open House # 2, Open House # 3, and the second on-line survey are included as Attachment C.

### ***Draft Park Master Plan***

The draft master plan ensures a balance between public access, environmental sustainability and stakeholder input. The plan accommodates amenities and activities that also fit the park’s natural and passive recreation aesthetic and includes features that address four main goals:

- Accessibility improvements
- Enhanced educational opportunities
- Environmental protection considerations
- Passive recreation enhancements

*Accessibility Improvements:* Accessibility improvements provide an inclusive trail system for people of all abilities to experience the park and include widening, (re)paving, and (re)grading pathways to meet the American with Disabilities Act, providing wheelchair access to two of the seven summits, and introducing a treated trail providing the natural look of a dirt trail while meeting ADA standards.

*Enhanced Educational Opportunities:* Bedwell Bayfront Park is a unique open space because it appears, at first glance, to be a natural environment yet it is built on a capped landfill in a dense urban area. This aspect of the park will be described and celebrated through a series of interpretive signs that tell the story of the landfill, provide explanations about methane capture, and explain the purpose of the flare visible from a portion of the park. Other interpretive signs will discuss the special environmental features of the park such as threatened bird species nesting in the adjacent refuge and how water levels fluctuate in the tidal ponds.

*Environmental Protection Considerations:* While the park is man-made and came to exist after the closure of the landfill, people often view the park as an environmental gem in the region. The plant and animal species are a large attraction for visitors and their protection must be balanced against the need to provide public access and enjoyment. Habitat restoration was well supported by the community and will consist of planting upland species along Flood Slough. Although the input supported keeping the undesignated shoulder parking along the entrance road, the Plan eliminates this parking and restores it with native planting due to the erosion and storm water pollution it causes.

*Passive Recreation Enhancements:* The Plan’s time horizon of 25 years requires that it address the current population growth and anticipate the future development impacts in the area. The park plan, therefore, continues to support and enhance the variety of existing uses while accommodating future growth by including community-supported amenities and uses:

- Park ranger
- New restroom
- Trees to screen sewage facility
- Picnic tables, seating, bike racks, and trash receptacles

- Non-motorized small boat launch
- Nature play
- Ranger's office building (also for use by volunteers and docents)
- Fitness course

### **Additional Items for Consideration**

The community input results showed mixed support for amphitheater/group seating, an off-leash dog park, and model glider area, so these items were not included in the Draft Park Master Plan. Reasons for considering these elements are outlined below:

*An amphitheater/group seating area* was proposed to support the park as a place for learning about nature and for students to engage with the natural world. "Amphitheater" is perhaps a misnomer and a better description would be "outdoor classroom". The seating would provide a place for docent-type presentations, for birder groups to stage, and for one to two classroom sized groups of students to gather.

*An off-leash dog park* was proposed to address the existing issue of park users letting their dogs run off-leash through the park. Concern has been expressed by the adjacent Don Edwards San Francisco Bay National Wildlife Refuge that off-leash dogs entering the marsh environment can endanger wildlife. An on-site off-leash dog park providing dedicated space for dog owners to exercise their dogs, coupled with enforcement from a park ranger to prohibit off-leash dogs elsewhere in the park, could help reduce the potential for dog/wildlife conflicts. The dog park, if provided, would be one acre in size and have separate enclosed spaces for small and large dogs. It would supplement the two other dog parks in Menlo Park at Willow Oaks Park and Nealon Park.

*A model glider area* was proposed because model glider hobbyists have been flying at the park almost since it opened, and then was stopped in August 2016 with the approval of a City Ordinance banning public use of unmanned aircraft systems at parks. There are relatively few other open spaces available to glider hobbyists. If glider use is allowed at Bedwell Bayfront Park, it should be restricted to hand-launched gliders coupled with enforcement from a park ranger to prevent use of drones and other non-approved types of gliders, and enforce other use restrictions. An Unmanned Aircraft System (UAS) assessment is included as Attachment D.

The draft park master plan map and image boards are provided for reference and are included as Attachment E.

Following a presentation from City staff and the project consultant, Callander Associates, the Parks and Recreation Commission will be asked to provide general feedback on the draft park master plan for Bedwell Bayfront Park. The following questions may help guide the Commission's discussion:

1. Does the draft park plan reflect the community input? What changes should be made to reflect the community input?
2. There was varying support for three components including an amphitheater/group seating, off-leash dog park, and model glider area which are not included in the preferred plan. Is there sufficient support and justification to include any of these components in the preferred plan?
3. Does the Commission have any questions or need additional information in order to approve a recommendation to the City Council at their October 25, 2017 meeting?

### **Impact on City Resources**

City staff is working with Callander Associates to determine overall project costs which include addressing

current deferred maintenance, costs for new activities and enhancements, sea level rise and 100 year flood event, and needed landfill improvements. Project costs will be phased in over a period of 15 years for a park plan life of 25 years. This information will be presented at the Commission's October 25, 2017 meeting.

### **Environmental Review**

The project is categorically exempt under Class 6 of the current State of California Environmental Quality Act Guidelines, which allows for information collection, research and resource evaluation activities as part of a study leading to an action which a public agency has not yet approved, adopted or funded. The results of the project will identify environmental reviews and studies required to advance the project.

### **Public Notice**

Public Notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

### **Attachments**

- A. Council Staff Report February 7, 2017
- B. Open House No. 1 and Survey Results
- C. Open House No. 2-3 and Survey Results
- D. UAS Assessment
- E. Draft Park Plan Materials

Report prepared by:  
Derek Schweigart  
Assistant Community Services Director



## STAFF REPORT

### City Council

Meeting Date:

2/7/2017

Staff Report Number:

17-031-CC

Consent Calendar:

**Authorize the City Manager to enter into consultant agreements for the Bedwell Bayfront Park Master Plan project**

### Recommendation

Staff recommends that the City Council authorize the City Manager to:

1. Enter into an agreement with Callander Associates Landscape Architecture for the development of the Bedwell Bayfront Park (BBP) Master Plan and appropriate an additional \$58,111 from the undesignated fund balance of the General Fund for a total approved budget of \$258,111 to cover consultant costs and staff time for the project, and
2. Enter into an agreement with CB&I Environmental & Infrastructure, Inc. (CB&I) for the development of a Technical Evaluation of the Bedwell Bayfront Park Master Plan and appropriate \$65,995 from the Landfill Fund for the project.

### Policy Issues

The Project is consistent with City policies and 2016 Menlo Park City Council Work Plan item No. 17 – Develop a Bedwell Bayfront Park operations and maintenance plan to enhance use, improve access and determine sustainable funding sources for ongoing maintenance.

### Background

BBP is the City's largest park and the City's only open space on the San Francisco Bay. Consisting of 160 acres, the Park's trails and hills provide great views of the refuge and South Bay. Its hilly terrain, specifically designed for passive recreation, now serves as a landmark high point along the edge of the Bay.

Originally a sanitary landfill, construction of BBP on the site began in 1982 and was completed in 1995. Currently, the park is designed as a passive open space with minimal improvements, including bike/pedestrian trails and restrooms. Users enjoy "passive-recreation" through activities that include hiking, running, bicycling, dog walking, bird watching, kite flying and photography.

As reflected consistently in various documents over the years, park usage guidelines include:

1. Preserve the natural amenities of the open space land;
2. Conserve soil, vegetation, water and wildlife;
3. Exclude intensive uses or uses that could degrade the site or adjacent sites;
4. Encourage the following:
  - a. Viewing and interpretation of the natural environment;
  - b. Passive recreation activities such as hiking, running, cycling, dog-walking, photography, bird watching and similar day recreation use; and
  - c. Landscape or wildlife restoration and enhancement programs.

In conjunction with the construction of the park, gas recovery and leachate control projects were also built to ensure that the closed landfill met all regulatory requirements at the time of the installation. The landfill gas recovery system consists of a well field that includes 72 gas extraction wells, a network of pipes embedded just beneath the surface of the landfill cap that collect the gas and a flare that combusts the gas that is collected. The leachate system consists of 9 wells and 16 extraction sumps installed along the perimeter of the landfill for the extraction of the leachate that forms due to the decomposition of the solid waste. The systems are operated to meet regulations set by the Bay Area Air Quality Management District and the Regional Water Quality Control Board.

The park has seen a significant increase in usage over the years and the recreational interests and needs of the users have changed. Through various public forums, the City has learned that there is a desire for docent-led educational programs and tours, as well as spaces for interpretive displays and exhibits throughout the park. Among other ideas presented was a desire to improve access and connectivity to the water in the Bay for non-motorized small boats such as canoes, kayaks or sailboards similar to the floating dock at the Palo Alto Baylands Nature Preserve. In response to these needs, the 2016 City Council workplan included Item No. 17 - Develop a Bedwell Bayfront Park operations and maintenance plan to enhance use, improve access and determine sustainable funding sources for ongoing maintenance.

## Analysis

Staff issued the BBP Master Plan Request for Proposals (RFP) on November 4, 2016. The scope of work presented in the RFP includes developing a Master Plan that provides a long-term vision and general development guide for the park and its facilities, including how to protect its resources, improve amenities to enhance the park user experience, manage visitor use, plan for future park enhancements and develop a financing plan to pay for maintenance and the capital cost of the park. The Master Plan shall recommend improvements for the next 25 years.

The BBP Master Plan proposed scope of work consists of:

- Thorough park site investigation and analysis of opportunities and constraints;
- Development of a stakeholder coordination and community engagement plan that includes the potential formation of a steering committee to assist with identification of user needs and interests;
- Evaluation of Americans with Disabilities Act design compliance;
- Development of recommendations for park improvements based on the assessment of the existing conditions, opportunities for improving the site to meet future needs and the goals and objectives of the study;
- Funding analysis that includes an assessment of potential funding sources for the implementation of the proposed improvements;
- Presentations to the Parks and Recreation and Environmental Quality Commissions and City Council.

A panel of staff members reviewed the 9 proposals that were received and invited the 4 most qualified consultants to interview for the project. Interviews were conducted by staff and one member of the Parks and Recreation Commission on January 4 and January 10, 2017. Callander Associates Landscape Architecture was selected as the most qualified consultant based upon their expertise in similar projects and their understanding and approach to the project scope.

In conjunction with the BBP Master Plan RFP, staff issued a Request for Quotes to CB&I for the development of the BBP Master Plan – Technical Evaluation. The primary objective of the Technical Evaluation is to ensure that the proposed improvements developed in the Master Plan are consistent with the operation and maintenance needs of the former landfill. CB&I will work with Callander Associates.

Landscape Architecture through the development of the Master Plan. In addition, CB&I will identify the regulatory and industry standard practices for similar park operations in former landfills; evaluate the park’s potable water and fire protection systems; and develop a feasibility study for the beneficial reuse of the landfill gas that is currently flared. The findings of the Technical Evaluation will be incorporated in the BBP Master Plan.

The BBP Master Plan is expected to be completed by November 2017. The project will allow review of plan alternatives by the Parks and Recreation Commission and the City Council, as well as any constraints, recommended improvements and funding strategies which will result in a master plan that is implementable for the future.

**Impact on City Resources**

The total estimated cost for the BBP Master Plan, inclusive of a 10% contingency and administrative costs, is \$258,111. In Fiscal Year 2016-17, \$200,000 was approved as part of the Capital Improvement Budget. The budget estimate, however, did not include staff management or a contingency. An appropriation of \$58,111 from the undesignated fund balance of the General Fund is being requested as part of the overall project budget.

The total estimated cost for the BBP Technical Evaluation, inclusive of a 10% contingency and administrative costs, is \$65,995. The request is to appropriate the total project cost from the BBP Landfill Fund.

<b>Bedwell Bayfront Park Master Plan Project Budget</b>		
	<b>Master Plan</b>	<b>Technical Evaluation</b>
<b>Scope of Work</b>	\$203,737	\$49,995
<b>Contingency (10%)</b>	\$20,374	\$5,000
<b>Administration Costs</b>	\$34,000	\$11,000
<b>Total</b>	<b>\$258,111</b>	<b>\$65,995</b>

**Environmental Review**

The project is categorically exempt under Class 6 of the current State of California Environmental Quality Act Guidelines, which allows for information collection, research and resource evaluation activities as part of a study leading to an action which a public agency has not yet approved, adopted, or funded. The results of the project will identify environmental reviews and studies required to advance the project.

**Public Notice**

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**Attachments**

- A. BBP Master Plan Consultant Scope of Work and Fee
- B. BBP Technical Evaluation Consultant Scope of Work and Fee

Report prepared by:  
Derek Schweigart  
Assistant Community Services Director

Azalea Mitch  
Senior Civil Engineer

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## EXHIBIT A SCOPE OF SERVICES

This scope of services is based on our project understanding and experience in projects of this type. We remain flexible throughout, knowing that all the requirements of the project cannot be known today. We welcome the opportunity to work with you to modify the scope as warranted. Items shown in ***boldface italics*** are deliverables.

### 1.0 PROJECT INITIATION

- 1.01 **Start-up Meeting:** Meet with City staff and others as assembled by the City to discuss the project. Present the project background information and lead a discussion on various topics including: site history, project stakeholders, schedule, process, initial site considerations and other topics. Gather comments, prepare a ***meeting summary*** (including a listing of follow up tasks and responsible parties) and distribute it to the meeting attendees.
- 1.02 **Project Stakeholder Interviews:** As part of the initial start-up meeting, Economic Planning Systems (EPS) will lead a discussion with department representatives to better understand current funding sources and financing mechanisms. As appropriate, EPS will reach out independently to specific individuals not in attendance.
- 1.03 **Landfill Coordination:** As part of the start-up meeting, Hailey & Aldrich will meet with City staff and landfill consultant CB&I Environmental & Infrastructure, Inc. to review the gas collection and leachate assessments, developing landfill improvement plans, and discuss coordination of the two projects.
- 1.04 **CEQA Background Review:** Biotic Resources Group (BRG) will review existing documents and relevant background materials relating to CEQA checklist items. Existing data previously prepared for the project area will be used to the greatest extent feasible. The City's General Plan and other documents pertinent to the park site will be reviewed for the CEQA checklist. Requirements for a Categorical or Statutory Exemption under the CEQA guidelines will be reviewed.
- 1.05 **Site Investigation:** To combine *site observations* with *site document compilation*. *Site observations* to include visiting the site to note both the physical character of site and use patterns at various times. *Site observations* to be conducted with a site map in hand to allow for documentation of features and uses by specific location. *Site documentation* to consist of a review and assembly of site record information as available from City archives and other sources.

- 1.06 **Biological Site Investigation:** BRG will conduct a site visit to document existing resources on the site, including potentially sensitive biological areas.
- 1.07 **Site Mapping:** Supplement existing topographic survey plan (prepared under the Bedwell Park Fields Study project) with site record information and prepare a site map combining the relevant features into a digital file. File will be reproducible at different scales to facilitate general and site specific plan development.
- 1.08 **Steering Committee Formation and Outreach Plan:** Identify project stakeholders and prepare **contacts list**. Develop a **public outreach plan** including notification protocols and visioning process to be employed for the duration of the project. All plans and presentation materials to be prepared will have both English and Spanish text. PowerPoint presentations will be English only and Spanish translator services will be provided at community events. Craft a **Mission Statement** that embodies the project's goals, 'spirit' and working relationships. Identify the level and purpose of community engagement, set project parameters (define the negotiable and non-negotiable), and identify outreach methods (attendance at community event like the weekly Farmer's Market to get the word out).
- 1.09 **Unmanned Aircraft Systems (UAS) Review:** As part of the master planning process review available information and previous research provided by the City. At each of the community and stakeholder meetings continue to document input. In addition, research what other similar communities are doing regarding UAS policy. Document findings and present at future presentations of the draft master plan to the Parks and Recreation Commission and City Council in order to provide those groups with information to make an informed decision about policy.
- 1.10 **Opportunities and Constraints Plan:** Prepare **opportunities and constraints plan** to show: existing site conditions, jurisdictional overlays (BCDC, etc.), educational opportunities, potential amenities (seating, kiosks, expanded parking), wildlife viewing areas, circulation and wayfinding, and other elements. As part of the plan make refinements to the previously developed slope diagram (2006 planning effort) and analyze the existing pathway system as it relates to ADA compliance and enhancements.
- 1.11 **Funding Options Matrix:** EPS will develop a matrix of potential funding sources and financing mechanisms. The list of funding sources will include the name of the funding source, a general description, challenges to implementation in general, and the unique issues of relevance to implementation as part of the Project.

This **funding matrix** will be based on prior EPS work, discussions with staff of the relevant departments and agencies, and additional research and analysis.

- 1.12 **Staff Meeting:** Meet with City staff to preview the materials to be shared and identify changes/additions/deletions to the various documents.
- 1.13 **Steering Committee Meeting #1:** Meet with the members of the Steering Committee to review the master planning process, goals and objectives, and solicit input. Prepare written **summary memo**.
- 1.14 **Community Meeting #1 Materials:** Prepare materials for upcoming community open house including refinements to the opportunities and constraints plan, **goals and objectives exhibit, process exhibit, program images board, PowerPoint presentation, graphic meeting announcement** (printing and mailing by city), **sign in sheets**, and **project surveys**.
- 1.15 **Community Meeting #1 (Open House):** Present the above at a single community meeting to be held on-site or at an agreed upon central location. This and future meetings will be an open house format, held on a weekend, and over a period of four hours to allow community members a greater flexibility in attendance. Comments would be documented in a **meeting summary** to be posted to the City's website.

## **2.0 PLAN DEVELOPMENT**

- 2.01 **Staff Meeting:** Follow up with staff and discuss next steps.
- 2.02 **Master Plan Alternatives:** Prepare two rendered **plans** showing alternative developments of the park. Prepare **estimates of probable construction and operating costs**, with detailed line items of various park elements for each. Prepare an **outline** summarizing items to be addressed by the design guidelines.
- 2.03 **Refined Funding Matrix:** Building upon earlier work and incorporating feedback from the affected stakeholders, EPS will refine the menu of potential funding sources and financing mechanisms to reflect the most viable options. High-level and relative capacity estimates of each funding source will be refined so as to be able to appropriately align specific improvements to specific funding sources. EPS will identify specific feasibility challenges if necessary.
- 2.04 **Staff Review:** Present the alternatives and supporting information in a meeting with City staff. Identify any revisions to the exhibits and confirm the format of the next public meeting.
- 2.05 **Steering Committee Meeting #2:** Meet with the members of the Steering Committee to present alternative plans.
- 2.06 **Community Meeting #2:** Facilitate a second Open House style public meeting. Identify the preferred park elements.

- 2.07 **Draft CEQA Checklist:** BRG will review the preferred park elements to identify potentially significant impacts. The environmental setting will be based on review of existing reports, maps, and information derived during site investigations. If significant impacts are identified, we will confer with the city on possible revisions to avoid or reduce the impact to less-than-significant or to meet requirements for CEQA exemption.

The **draft CEQA checklist** will use a format provided by the City, or a format provided by the consultant and approved by the City. For each item in the checklist that is not checked as "No Impact", an explanation will be provided to support if the impact is "significant" or "less than significant". The CEQA checklist/review will be prepared based on the draft master plans, the current General Plan, other existing studies and documents, and site visits conducted in this scope.

- 2.08 **Staff Meeting:** Review the community input with City staff and develop an action plan for moving forward.

- 2.09 **Interagency Meeting:** Coordinate and conduct a single interagency meeting with BRT in attendance to review project background and alternative designs in order to obtain feedback on the viability of each option from the regulatory agency perspective. Coordinate with City staff to identify agencies and contact information, coordinate invitations, prepare and send package of relevant documents prepared to date, facilitate meeting, and prepare a **written summary** of comments and discussion from the meeting.

- 2.10 **Draft Master Plan:** Prepare a draft master plan consisting of:

- **Park Master Plan:** Prepare a single park master plan incorporating input received to date and showing preferred park elements.
- **Cost Estimates:** Prepare an estimate of probable construction costs and an estimate of operating costs reflecting the draft plan.
- **Funding and Financing Strategy Plan:** EPS will prepare a draft funding and financing plan for inclusion in the Master Plan. This plan will include a description of the funding analysis and funding mechanisms selected and an action plan. Feasibility considerations will be refined and updated. The action plan will recommend funding sources to be adopted and/or amended and any necessary accompanying actions.
- **Phased Implementation Plan:** Show recommended phasing to better align costs with the potential availability and timing of identified funding. The phasing plan will be based on 5, 15, and 25 year time frames.
- **Plan Details:** Prepare up to three (3) plan enlargements and two (2) elevations/cross sections to better depict the spatial arrangement of the improvements.
- **Final CEQA Checklist:** Update the CEQA checklist to reflect the potential impacts associated with the draft master plan.

- **Design Guidelines:** Develop guidelines to address the implementation of each park element. Task includes preparation of an updated **park user map/** information brochure, consistent with the City's branding standards.
- **Operations and Maintenance Plan:** Collaborate with City staff in identifying and quantifying the tasks and level of effort associated with the operations and maintenance of the facility.

2. 11 **Staff Meeting:** Present the Draft Master Plan to City staff and solicit input.

2. 12 **Master Plan Revisions:** Take the input of the Steering Committee and staff and revise the documents.

### **3.0 PLAN ADOPTION**

3.01 **Community Meeting #3/P&R Commission:** Facilitate a third public meeting to present the Master Plan to the public and to the Parks & Recreation Commission.

3.02 **Staff Meeting:** Meet with staff to review the input of the public and Commission and identify plan changes to be made before assembling the draft Master Plan Report and presenting to Council.

3.03 **Master Plan refinements:** Make the revisions as agreed upon in the meeting and assemble into a draft report format.

3.04 **Council Presentation:** Present to Council.

3.05 **Final Master Plan:** Prepare a Final Master Plan report to incorporate the input provided by Council.

### **4.0 NOT USED**

### **5.0 OPTIONAL SERVICES**

5.01 **Community Meeting #4:** Facilitate a fourth Open House style public meeting if requested by the city to further refine the park master plan.

5.02 **Traffic Analysis:** If requested by the city, Hexagon Transportation shall review existing available traffic counts, reports, and analyses provided by the city for the Marsh Road/Bayfront Expressway intersection and provide recommendations for enhancing the intersection and park entrance road lane configuration to mitigate potential traffic conflicts and congestion. Task also includes review of parking demand and recommendations for parking enhancements.

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**Callander Associates Landscape Architecture**

January 2017

**Compensation Summary**

**Bedwell Bayfront Master Plan Project**

**Overall**

Based on the attached Scope of Services prepared by Callander Associates and subconsultants, we have prepared the following summary of compensation.

Callander Associates Landscape Architecture now is the prime consultant on the project with the following subconsultants:

Economic Planning System (EPS)  
 Biotic Resource Group (BRG)  
 Hexagon Transportation (HEX)

financing strategist  
 environmental consultant  
 traffic engineer

Haley Aldrich (HA)  
 Mantel Henriquez (MH)

landfill geotechnical engineer  
 Spanish translator

**Fee Basis Services**

task		CA	EPS	MH	HA	BRG	HEX	Totals
1.0	project initiation	\$31,270	\$11,970	\$1,200	\$3,084	\$7,900	\$0	\$55,424
2.0	plan development	\$74,930	\$18,050	\$800	\$1,576	\$1,568	\$0	\$96,924
3.0	plan adoption	\$23,261	\$4,740	\$0	\$0	\$0	\$0	\$28,001
	reimbursable expense (allowance)	\$9,300	\$300	\$0	\$110	\$350	\$0	\$10,060
	Subtotal (fees and expenses)	\$138,761	\$35,060	\$2,000	\$4,770	\$9,818	\$0	\$190,409

**Total Not Exceed Compensation (Basis Services)**

**\$190,409**

**Fee Options Services**

task		CA	EPS	MH	HA	BRG	HEX	Totals
5.01	community meeting #4	\$5,828	\$0	\$0	\$0	\$0	\$0	\$5,828
5.02	traffic analysis	\$0	\$0	\$0	\$0	\$0	\$6,000	\$6,000
	reimbursable expense (allowance)	\$1,500	\$0	\$0	\$0	\$0	\$0	\$1,500
	Subtotal (fees and expenses)	\$7,328	\$0	\$0	\$0	\$0	\$6,000	\$13,328

**Total Not Exceed Compensation (Options Services)**

**\$13,328**

All reimbursable expenses including the communication and insurance charges noted on the attached standard schedule of compensation dated 2017 (San Jose) will be invoiced separately. These costs will be itemized on our invoice and compared monthly with the total allowance basis to ensure monitoring these costs.



## Open House #1/On-line Survey #1 Input Summary

### Bedwell Bayfront Park Master Plan

April 17, 2017

#### Responses

Total Returned Open House Packets: 39

Total Online Survey Responses: 86

#### Goals and Objectives

Evaluate the Goals and Objectives that we have developed and let us know how much you support each goal.

Goal	Open House #1			Online Survey			Total		
	Yes	Maybe	No	Yes	Maybe	No	Yes	Maybe	No
Goal 5	14	10	11	58	16	8	72	26	19
Goal 2	24	10	3	38	27	20	62	37	23
Goal 6	30	4	3	76	6	1	106	10	4
Goal 3	33	5	0	63	18	3	96	23	3
Goal 1	34	4	0	71	14	0	105	4	0
Goal 4	38	1	0	64	15	5	102	6	5

**Total: 125**

#### Park Usage Map

Writing directly on the map on the table, please show us where you go in the park, areas that cause concern, and opportunities that you see.

#### Park Usage Map – Comments from Survey

1	I'd like to see kayak, canoe, paddleboard access to the sloughs, especially as the wetlands are restored around Bedwell. It would be a great way to disperse users, low/no impact, and integrate park with wetlands and nature
2	
3	I marked up the plan
4	We have the hills for aerobic interval training 3 times a week
5	
6	
7	
8	
9	I've been in the main entrance many dozens of times and had no idea the park connected to the Bay Trail. Signage would help!

**BURLINGAME**  
1633 Bayshore Highway, Suite 133  
Burlingame, CA 94010  
T 650.375.1313  
F 650.344.3290

**SAN JOSE**  
300 South First Street, Suite 232  
San Jose, CA 95113  
T 408.275.0565  
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**GOLD RIVER**  
12150 Tributary Point Drive, Suite 140  
Gold River, CA 95670  
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**Written, On-Line and Other Survey Responses****Bedwell Bayfront Park Master Plan**

April 17, 2017

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10	naming of trail and better mapping would be helpful
11	
12	
13	Safety issues pointed out to marie mai who marked up the park map
14	Include some kind of park security so the families feel safe in this kind of unsafe neighborhood
15	Defined parking/biking issues (prevent pollution from cars); more benches on vistas (seating); more native plants where possible
16	
17	
18	
19	Boat access needed (dock or pier and access for loading from car)
20	I would love to see 15-20 acres for mixed disc golf and hiking/jogging use
21	
22	Map is great idea, but hard to read comments. Always need more benches
23	I feel that the park needs improvements but not all the things proposed by the master plan. If we approve master plan we are going to lose the sense of nature. As it is Bedwell park is already providing the community and amazing natural landscape.
24	
25	I tend to stick to outside trail, gotta get those steps. However, there were great ideas for benches or look-out sites along the different trails
26	
27	
28	
29	Let's figure out funding to maintain park as-is. These funding ideas are too small in scope
30	
31	
32	On map
33	
34	Some fixing of paths that flood or get super muddy. All the rest is great!
35	I use the park as a place to walk the dog, get some exercise, and clear my head. It is peaceful, "raw", organic nature is what makes this place special; Love that the community all get along (in my experience)
36	I like walking around on the hills for more exercise; I'm reluctant to say 'yes' to any development because things get damaged, vandalized, not maintained, and it looks bad and reflects negatively on the area. Damaged picnic tables, graffitied benches, work fencing - view area structures
37	
38	Walking dog, talking with friends, being alone
39	I use the park in two ways: running - 1) all over the park, once a month, 2) orienteering (organized event) all over the park once a year

**Written, On-Line and Other Survey Responses  
Bedwell Bayfront Park Master Plan**

April 17, 2017

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**Park Usage Map – Comments From Map**

Location on Map	Public Comment	Reaction to Comment
Sewage Flow Equalization Facility	Maybe visitor center here?	
	Smelly, noisy	
	Native trees to block the sewage	✓
	Some (homeless) camping	
Redwood City Salt Ponds	More people this western edge of park	
	Loop, 2 mi loop	✓✓
	Bench/seating	
	It often smells in this area	
	Super muddy	
Flood slough	More native trees in general	
	Water bird watching	✓
	walk	✓✓✓✓✓✓
	run	✓✓✓
	bike	✓✓✓✓
	dog walk	✓✓✓✓✓
	up & down hills interval training	✓✓✓
	I like the lack of signage because it makes the walk a bit of an exploration navigational challenge - signs would be good	✓✓
	permanent orienteering posts (4X4 post)	✓
	bus, passenger vans use park waiting area	
Marsh Rd/Bayfront expwy	traffic congestion	
	support native shrub garden (like Ulistac)	
	bird watching - everywhere	yes! ✓✓
	"happy w/ park as is"	yes! Yes! Challenge would be not to mess it up ✓✓
Don Edwards Wildlife Refuge	off leash dog area (certain times) would be nice (disagree)	I vote yes!
	views good	✓
	would like gazebo in this corner	
	maybe a little less visited	

**Written, On-Line and Other Survey Responses**  
**Bedwell Bayfront Park Master Plan**

April 17, 2017

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	use/good traffic in this area	
	art in disrepair	
	boulders moved/overgrown, needs work	
	need bench here	
	main glider field	
	land birds field	
	burrowing owl habitat	
	floods	
	amphitheater effect	
	use/good traffic on path, good for bike	
	opportunity for educational signage for restoration project	
	separate mountain biking for peds	
	trails need improvement	
	need more paths	
	benches for view	
	support trail connection	this would be nice
	keep grass low for visibility	keep tall while still green and not fire hazard, tall grass for bird habitat
	path narrowed - hard to see	these are a nice change from a wider path
	potential links	
	birders/Audubon	
	would like better trail maps to help locate birdsighting	yes!
3 - bay trail connection	user conflict w/ cars	don't make this a parking area
4 - information kiosk	wall to prevent oil/fluids leaking to bay	can this be managed without walls?
	block to prevent pollution/erosion into water	
	need separate path for vehicles	
	safety issue in peds/bikes going behind cars backing out	
	gate and secure perimeters to make room for families	no! no! no! disagree - keep it open and as is - not fenced in ✓✓
	add dog poop bag/trash can stations	yes!!
	lighting?	no
	"name" trails	agree :) ✓✓
	trees could use trimming	
	regional park use, not just a city/community park	

**Written, On-Line and Other Survey Responses**  
**Bedwell Bayfront Park Master Plan**

April 17, 2017

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	Bair Island - restored and allows paddle boarding - refuge!	
--	---	--

**User Survey**

Question #1: How old are you?

<i>Options</i>	<i>Open House #1</i>	<i>Online Survey</i>	<i>Total</i>
Under 16	0	1	1
16 to 20	0	0	0
21 to 30	4	1	5
31 to 55	13	34	47
55+	21	36	57

**Total: 111**

Question #2: Where do you live?

<i>Options</i>	<i>Open House #1</i>	<i>Online Survey</i>	<i>Total</i>
None of the above	3	12	15
In Redwood City of East Palo Alto	8	16	24
East of Highway 101, in Menlo Park	11	6	17
West of Highway 101, in Menlo Park	16	38	54

**Total: 111**

Question #3: How far is your home from the park?

<i>Options</i>	<i>Open House #1</i>	<i>Online Survey</i>	<i>Total</i>
More than 10 miles	2	5	7
5 to 10 miles	3	11	14
1 mile	9	9	18
2 to 5 miles	24	47	71

**Total: 111**

Question #4: How often do you visit the park?

**Written, On-Line and Other Survey Responses  
Bedwell Bayfront Park Master Plan**

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<i>Options</i>	<i>Open House #1</i>	<i>Online Survey</i>	<i>Total</i>
Rarely/Never	0	3	3
Yearly	2	11	13
Daily	6	2	8
Monthly	9	26	35
Weekly	21	29	50

**Total: 110**

Question #5: When do you primarily visit the park?

<i>Options</i>	<i>Open House #1</i>	<i>Online Survey</i>	<i>Total</i>
Never	0	2	2
Weekends	8	20	28
Weekdays	9	12	21
Both	21	38	59

**Total: 111**

Question #6: When you visit the park, how long do you stay?

<i>Options</i>	<i>Open House #1</i>	<i>Online Survey</i>	<i>Total</i>
More than 4 hours	0	0	0
Less than 1 hour	4	5	9
2 to 4 hours	8	22	30
1 hour	26	45	71

**Total: 111**

Question #7: By what means do you get to the park most often?

<i>Options</i>	<i>Open House #1</i>	<i>Online Survey</i>	<i>Total</i>
Other	0	2	2
Transit	0	2	2
Bike	6	4	10
Walk	7	4	11
Auto	35	60	95

**Total: 111**

Question #8: What do you like most about the park? (select up to three)

**Written, On-Line and Other Survey Responses  
Bedwell Bayfront Park Master Plan**

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<i>Options</i>	<i>Open House #1</i>	<i>Online Survey</i>	<i>Total</i>
Other	5	10	15
Location	15	39	54
Distance/Convenience	16	29	45
Solitude	21	22	43
Wildlife/Nature	29	40	69
Scenery/Views	31	58	89

**Total: 114**

Question #9: What is the most important thing to improve at the park?

1	
2	Paved parking
3	Protection of surrounding wildlife preserves
4	Passive, low cost, OSE (?)
5	Protect the Bay from the sea level rise erosion of the landfill
6	Improve the trails
7	Trails; basic maintenance
8	Safety, nature awareness
9	Would love to see a few benches, more education, native plants
10	Habitat protection
11	Get native vegetation for habitat
12	Security
13	Safety
14	Block sewage area with natural trees, add more native trees, add more walkable trails
15	Parking/trails. Years of use/rain has left need for repairs. Pollution from cars goes straight into soil
16	maintain wildlife/nature; more native trees
17	Entrance poor; increase safety
18	Security; enforcement of rules - need ranger
19	Boat access to water and pier
20	Disc golf
21	

**Written, On-Line and Other Survey Responses**  
**Bedwell Bayfront Park Master Plan**

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1	
2	
2	Repairs to parking, roadways, fencing, bathrooms so they are always functioning
2	
3	Trails
2	
4	Keep dogs on leash
2	
5	Trails and upgrading
2	
6	
2	
7	Parking, trails, garbage containers, dogs on leash
2	
8	
2	
9	Muddy areas
3	
0	
3	
1	Paths, restore wildlife
3	
2	Lighting, parking, trails
3	
3	Safety, more benches
3	
4	The paths (get too muddy after rain)
3	
5	Safe primary trails; safe parking areas
3	
6	The sewage treatment facility
3	
7	
3	
8	Add off-leash dog park; paved paths
3	
9	Signs
4	Trash. Restrooms. Recology mess when they pick up garbage. More trash receptacles. Better and less muddy parking.
0	
4	
1	On-site Ranger presence is the most important improvement necessary.
4	Bring back the ranger on patrol, as the park used to have, to enforce rules (e.g. dogs to be on leash), deter littering and vandalism, and offer a sense of security to users.
2	
4	
3	parking
4	Encourage and support wildlife. Put up some education bulletins to inform people about what nature has to offer and how to respect and treat the environment.
4	
4	
5	The proximity to the waste station.

**Written, On-Line and Other Survey Responses**  
**Bedwell Bayfront Park Master Plan**

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4 6	Bay Trail Connection
4 7	some benches to rest
4 8	A more balanced, native ecosystem.
4 9	Making it more attractive and user friendly
5 0	Parking areas and potential methane recapture. Perhaps some wildflower seeds. I love the daisies, but can't figure out why poppies haven't taken hold.
5 1	1) Create/extend bike trail, 2) rest room on other side of park
5 2	Add more trees if possible
5 3	hiking trails
5 4	Protect from graffiti/vandalism. Restore Spirit Path.
5 5	A few benches or seating areas at parking lots would be nice. Maintaining the orienteering course.
5 6	safe parking and restrooms
5 7	Stop the increase of geese and the poop they leave all over. More trails that will stay passable - i.e. no large pools of water - when it rains.
5 8	Picnic areas, recreational fields
5 9	More support of the primary city demographics -- family use
6 0	I haven't been so I don't know. How's the parking?
6 1	garbage
6 2	dog shit
6 3	I think that the city should leave one area unmowed so that meadow larks can nest, ditto for burrowing owls (both seem gone now, though they were plentiful in the past). We need not mow every single inch!
6 4	access smell
6 5	Allow diversity of interests, including scheduled and/or regulated sUAV (drones and fixed-wing aircraft) flying, in strictly defined areas of the park.
6 6	Water. Maybe more places to sit.
6 7	restore habitats, wetlands
6 8	maintain trails
6 9	parking, awareness,
7	I would like to see an off leash dog area, more trash bins.



**Written, On-Line and Other Survey Responses**  
**Bedwell Bayfront Park Master Plan**

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0	
7	
1	I think the old rock art installation is past its prime and should be removed
7	Make it a place where there is something to do other than walk or jog. Such as an outdoor
2	amphitheater where there can be music festivals now and again.
7	
3	I would love to see an off-leash area for dogs or to make the entire park off leash.
7	
4	Improve some trails that get eroded or muddy in winter
7	trails, public art like wind chimes. the public park trail in Belmont on the water has the same
5	characteristics.
7	
6	Off-leash dog areas.
7	
7	Facilities, including educational areas to learn about the wildlife, and bathrooms.
7	
8	I'd love to see a dog park
7	
9	ADD public use grass playing fields for anytime public use
8	
0	parking areas and it would be ideal to have safe bike routes into the park from Marsh Road.
8	
1	Parking
8	
2	Sense of place: improved signage, wayfinding
8	Signs to discourage littering
3	Programs for school age kids to learn about bay ecology
8	
4	more benches and picnic tables would be nice
8	
5	Parking
8	
6	Restore non-motorized sailplane soaring. "Free the gliders" and allow them again like.
8	
7	Walkways, roadways that are used for walking.
8	More garbage cans would be helpful. Also paving along the roads so we can park on pavement
8	instead of mud.
8	
9	communication/compassion
9	Preservation of beauty. Removal of large drone(quads, hex, powered toys: trucks, cars dune buggies)
0	usage.
	Inclusive use of low noise RC recreation to isolated areas nonintrusive of hikers.
9	I rather like it the way it is. It has a nice "less developed" feel to it. (But it shouldn't be allowed to
2	deteriorate, either.) Hmm. Perhaps more trash cans - I've been there when most of the provided
	bins were full or nearly full.
9	
3	Clear rules posted and proper enforcement

**Written, On-Line and Other Survey Responses**  
**Bedwell Bayfront Park Master Plan**

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9 4	Parking in area A. The shoulders of the access driveway. Making people walking dogs keep them on leashes!
9 5	allow model airplane to be flown
9 6	Safety to pedestrians.

Question #10: Is there anything you definitely do not want to see at the park?

1	Developed sports fields, fences, etc.
2	Anything un-natural: no visual distractions except birds and quiet people enjoying nature
3	A lot of change
4	
5	Do not prohibit dogs
6	
7	All-terrain vehicles; motorized activities (e.g. drones)
8	Drones, Gliders, Dog park
9	Motorized vehicles or equipment that would disturb wildlife or serenity
10	Active recreation, instructive structures
11	Concerts, loud gatherings
12	Thefts, broken car windows
13	
14	Too many people/animals, no trash
15	Development of major structures or fields (large changes)
16	Increased pollution
17	Drones; anything motorized
18	More development; use by drones/mechanical
19	No dirt bike courses for races or skateboards
20	
21	Drones, permanent sports fields
22	Anything motorized (other than actual cars) that frightens wildlife
23	Most of the things on the Master Plan will destroy what we enjoy at the park
24	Drones, RC aircrafts/gliders, anything motorized
25	Sports fields! Possibly dog parks, undecided
26	Art or sports fields
27	Increased noise
28	
29	Dog park enclosure, drones

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30	
31	No food trucks
32	Pay to enter
33	
34	I don't want too much added
35	active' recreation facilities (ball fields, golf)
36	Sports fields, commercial uses (rentals, food)
37	Everything
38	Golf course, soccer fields, concessions
39	developed' recreation - play fields, bbq, etc.

Question #11: Do you have a favorite passive recreation park that you visit? What attracts you to that park?

1	
2	Not a park; we hike with Mid-Pen and the Sierra Club
3	Edgewood park, very simple
4	
5	I generally go to areas closer to skyline, now that I live in West Menlo. I used to go to Bedwell almost daily when I lived near Marsh Rd.
6	
7	The Stanford dish; love the solitude, scenery, trails
8	Observe wildlife, walk
9	Bedwell Bayfront and Windy Hills - opportunity for exercise and views
10	Bird-watching
11	Kite flying
12	Its large size
13	The only 'flat land' large open area on the peninsula for thermal gliders
14	Edgewood, tons of trees/high quality center/parking
15	this is my favorite park/ the space has many reasons to attract visitors
16	Edgewood - wildlife/nature
17	Walk behind Facebook is my morning walk - it's quiet!
18	This one - solitude/views/birds
19	Bike path at Palo Alto shoreline
20	Views
21	Flood park/oak trees
22	BBP is the only quiet park within my range
23	Silence, nature, and open space
24	Peace and quiet, views of the Bay

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25	Shoreline
26	Shoreline park - the water activities, the house/museum, and the café
27	Dish, close
28	
29	Bedwell
30	The trees and view
31	PA - by duck pond. Rock paving keeps mud off
32	
33	Views, solitude
34	Bayfront is my favorite, walking my dog
35	Bedwell; location, community
36	Yes, bedwell - the openness and the idea that it is close to what the area would look like if it wasn't developed
37	Peace
38	Huddart park; hiking, solitude
39	Arastradero open space preserve (PA); nature, solitude, trails
40	Wunderlick, Edgewood Park. Good hiking, pretty, quiet.
41	?
42	openness and quiet and birds
43	The hill on Valaparaíso to walk up and around it - Called Sharon Park (I think)
44	Solitude, exercise - saltlands, views
45	Bixbee park, land art
46	San Antonio Regional Park. Electric gliders are allowed there.
47	Rancho San Antonio. Beautiful scenery, lots of wild life, family friendly, safe, great hiking trails for various levels, decent parking. The little farm is great for education and an attraction for kids too. It's a great place to go alone or meet up with people! Picnic areas are great too.
48	Bayfront park. I like that I can take the dog for a walk, ride my mountain bike, and get there without driving (especially once Facebook builds that extra pedestrian bridge across).
49	This is it
50	Wunderlich, beautiful trees and trails
51	Arastradero in Palo Alto. Hiking, biking and dog friendly trails, nature and habitat
52	This park. The location is convenient although a better/safer bike route would be great.
53	Hiking
54	greenery, views, solitude I enjoy Edgewood (great trails and views), and open space preserves like Pulgas Ridge because I can bring my dog.
55	Cuesta Park (Mountain View)
56	Los Altos Open Space Preserve, San Antonio. The working farm and the Wildcat Loop.
57	birds
58	love seeing kites, hobby airplanes
59	Huddart Park; hiking and nature
60	hiking

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	dog walking
61	Baylands Park, Sunnyvale. This park allows sUAV flying. Most weekends there are from 25-50 ticket-buying hobbyists flying there.
62	The Bay Area has many fine passive recreation parks where you can hear the animals and wind blowing.
63	just walking with the dog on leash
64	Rancho San Antonio - miles of trails, flora and fauna
65	beaches on the coastside
66	Wunderlich, hiking, nature, peace
67	Windy hill. Beautiful views
68	Coyote Hills. Higher Hills - better views
69	no
70	Bedwell is my favorite. I like having hills, nature to walk through and trees for shade, plus available parking and very convenient location.
71	I have enjoyed bring my kids to fly kites when they were little. I have enjoyed walking the trails with my dog, too
72	more wildflowers and landscaping
73	Stulzsaft. Off-leash areas, trees, and stream.
74	running or riding bikes, open area and views of the bay.
75	running
76	Windy Hill (MROSD) - also relatively close, access to nature, good rigorous hiking, and great views
77	coyote Hills  walking near bay  nature  expansive, peaceful views
78	RC glider flying
79	It was Bedwell Bayfront Park until last year (2016) when flying gliders was banned :-)
80	the large flying areas
81	Russian Ridge. Views, nature.
82	Bidwell. Mussel rock
83	Baylands park in Sunnyvale is a great place to hike and fly small electric R/C. It has a small play field and many picnic table / party areas with bbq grills.
84	Rancho San Antonio, allow model airplane flight.
85	Milagra Ridge in San Bruno. Closest scenic dog walking from my house.

**Question #12: How would you describe the park usage?**

<i>Options</i>	<i>Open House</i>	<i>Online Survey</i>	<i>Total</i>
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	#1		
Too many people use the park	3	0	3
Not enough people use the park	5	16	21
About the right amount of people use the park	30	53	83

**Total: 108**

Question #13: How safe/comfortable do you feel when you are at the park?

<i>Options</i>	<i>Open House #1</i>	<i>Online Survey</i>	<i>Total</i>
I do not feel safe	2	1	3
Somewhat safe	3	20	23
Very safe	15	38	53
Extremely safe	18	12	30

**Total: 110**

Question #14: What concerns do you have for using the park? (select up to three)

<i>Options</i>	<i>Open House #1</i>	<i>Online Survey</i>	<i>Total</i>
Accessibility	2	12	14
Personal safety	3	16	19
Other	8	26	34
Vandalism	11	28	39
Car theft	13	18	31
Park maintenance	22	39	61

**Total: 114**

Question #15: What activities do you normally participate in when you visit the park?

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<i>Options</i>	<i>Open House #1</i>	<i>Online Survey</i>	<i>Total</i>
Biking	6	4	10
Other	7	12	19
Dog walking	12	12	24
Bird watching	21	7	28
Hiking/walking/jogging	35	34	69

**Total: 110**

Question #16: How did you hear about the project? (check all that apply)

<i>Options</i>	<i>Open House #1</i>	<i>Online Survey</i>	<i>Total</i>
Mailed notice in utility bill	1	3	4
Newsletter	1	6	7
Off-site poster	1	1	2
Facebook	1	4	5
Word of mouth	3	22	25
Public Presentation/Farmer's Market	4	6	10
Other	9	8	17
On-site poster/brochure	13	8	21
E-mail	13	48	61

**Total: 110**

Question #17: Is there anything else you'd like to share about Bedwell Bayfront Park?

I have been coming for over 20 years to get out by the Bay and walk with friends and family

I love this special park!!

I would like the burrowing owls to return

A rare treasure preserve what makes it special while raising awareness of wildlife and uniqueness

Maintenance is quite poor, the park is overgrown, signage is in disrepair. I think the assumption that the park must generate its own income is faulty. As with other public amenities, this should be funded through the general fund This park is a major migration stop for birds and falls within an Audubon-designated IBA (Important Bird Area). Bird-watchers consider this park to be one of the gems in San Mateo County.

If they have an area similar to Ulistac in santa Clara, it would be a neat attraction to the park

Construction of an area for children

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Safety issue to pedestrians at the last parking lot

Add more native greenery! Needs more trees/security wall near entrance because scary people in park sometimes

The park has had years of neglect, the trees need some trimming and trails/roads need repair. For a wildlife refuge, oil and car fluids drip into soil and into the Bay

Could enhance signage; improve entrance; enforce dogs on leash; have regular bird walks - increase educational opportunities; offer kayak ramp at back pier

A treasure of undeveloped space for walking/bird watching - we need unstructured areas for children to explore/run/play

It is very special in large part because it is unique in MP and surrounded by refuge

Is the best park with 160 acres for the community; I know the park needs improvements, but not all the improvements by Master Plan

Don't develop it!

It would be nice to see upgrades to the park but somehow keep it as peaceful as it is now. It isn't over crowded and it is serene!

It would be wonderful to have a ranger or some supervision at the park

It's perfect as-is; remember the population using the park. Let's keep park available to all. No exclusive uses. Need more creative fund raising ideas.

Please engage low-income people in Belle Haven area (door knocking, univision announcement)

If the park is developed to have more 'active' uses, it would be nice to keep them near the front of the park along Bayfront Expy., that way we can maintain more of the natureal habitats and the solitude that currently exists

This is a remarkable community asset and a great success story. Less will be more as you seek to 'improve' this facility

I love the diversity I see in the park. Different ethnicities use it at different times of day. Lota

I love bedwell and use it a lot. I know it needs freshening but basically it is very good. I like the diverse nature of people using it

As the building continues in Menlo Park, especially around this Park, we need, even more, a place to get away and restore ourselves. This is the ONLY place to go to hike, to see the beauty that exists around us.
---

Again, the Park is a quiet gem and should remain that way.
--

no
----

Please patrol more often- especially to control unleashes dogs. It is getting worse because of lack of enforcement. Today there were four unleashed dogs and one was disturbing nesting birds which I believe is a federal offense
--

Friends of Bedwell Bayfront Park is a by invitation only special interest group. It is not open to the general public.
--

I love this park. It might be nice to have fitness classes out there once in awhile, but I would err on the side of not changing existing access to passive recreation.
---



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It is great park, we should make it better.
It's a nice place for plein-air painting as well
great central meeting spot for friends along the peninsula, from San Carlos to Sunnyvale. Quick easy access during the week and on weekends. Never too crowded. Great for quick dog walk or bike ride
Many people seem to come during the day to just sit in their cars and talk by phone or enjoy a view from their car. This is also an important function.
No
To many loose dogs
I love the diversity of park users -- many Latino folks who live on the east side of 101. And the diversity of age groups.
I think if a fee were charged for the right to fly sUAV devices (drones or fixed-wing aircraft), usage would increase significantly, and the money could be used for park improvements, to the benefit of all.
Great place!
it would be nice if there were a bigger exhibit on original inhabitants
I love this park!!
I like the park but am also aware of the pressure on open space especially with all the new apartments being built in Redwood City. This will have an impact on Menlo Park
it is very underutilized
It's a great park.
It deserves our care and protection from commercial activity
no
I fear that this public process is setting up the public to expect IMPROVEMENT at the park, when in fact the City does not have funds to continue the existing low level of maintenance that is currently funded. I'd like to see an honest discussion about funding the park through the general fund.
I like the diversity of people it attracts.
I also enjoy seeing folks walking their dogs. Some dogs are very cute and comical.
It's good exercise, fun, and lowers stress.
Please re-allow gliders to soar there again. As was done without incident for 20+ years until some drone operators caused trouble. Please do not lump sailplane gliders together with drones.
I would like it to remain mostly undeveloped and natural as possible.
It use to be waste disposal site.. We've been flying gliders there for years with out a problem. When the motorized planes and drones showed up. The problems began
The park should be for the use of many people with
different activities. NOT a singular type of use.
I have participated in Kite day. Are Kite flying and electric RC aircraft considered "active" or "passive" activities? I am in favor of allowing both, largely because neither requires the construction of facilities or fields that I think would disrupt the feel of the park.
(Shouldn't question 27 have allowed multiple answers?)
Bedwell has been a great place to hike, fly kites and until recently, fly small electric R/C. When I would fly I would get pleasant questions about what I was flying and how I got started in the hobby. I never saw misuse of R/C at the park and the R/C community that would gather pretty much knew who was there and what their R/C interests were. Surrounding the park is designated wildlife refuge and I would never do anything to harm that . While the park has many dangers associated with it, being landfill and I understand poisons have been used to keep a rodent problem under control. I would be more concerned about us humans than the wildlife that may inhabit parts of

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the park. I would gladly pay a parking fee or seasonal fee to enjoy the park with proper enforcement of rules if I could also enjoy my hobby of small electric R/C (line of site I designated areas only). I do not believe this should be a destination for R/C, but rather a gathering place for a few enthusiasts at any given time.
The use of the term "passive activities" is incorrect. The original meaning of a "passive park" was one were there was little or no park infrastructure other than trails and open spaces--e.g. baseball diamonds, tennis courts, soccer fields.....
allow model airplane flight

**Inspiration Boards**

Park Character/Mood

Options	Open House #1			Online Survey			Total		
	Y	M	N	Y	M	N	Y	M	N
Ceremonial	6	6	19	6	15	34	12	21	53
Refined	9	2	20	8	13	36	17	15	56
Whimsical	11	12	9	10	19	27	21	31	36
Active	14	10	7	31	15	11	45	25	18
Spiritual	14	13	5	25	20	10	39	33	15
Rugged/Adventurous	17	7	7	25	17	14	42	24	21
Colorful	19	8	5	31	21	4	50	29	9
Comfortable	20	7	1	36	17	2	56	24	3
Secluded	23	9	1	33	18	9	56	27	10
Natural	31	1	0	58	4	0	89	5	0
Ecological/Preserve	32	3	0	42	12	5	74	15	5

**Total: 102**

Park Amenities

Options	Open House #1			Online Survey			Total		
	Y	M	N	Y	M	N	Y	M	N
EV Charging Station	8	11	16	5	26	29	13	37	45
Public Art	14	10	12	15	21	24	29	31	36
Outdoor Classroom/Amphitheater	14	11	9	16	26	19	30	37	28
Education Center	17	10	9	13	21	24	30	31	33
Non-Reservable Picnic Areas	19	8	7	38	11	13	57	19	20
Enhance Existing Restroom	25	9	1	38	19	4	63	28	5
Bike Parking	27	10	1	39	18	5	66	28	6
Seating/Viewing areas	29	8	1	39	17	6	68	25	7

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Drinking Fountain/Bottle Filler	31	5	2	40	17	2	71	22	4
Dog Pick-up Bag Dispensers	31	4	0	47	11	5	78	15	5
Trash/Recycling Containers	34	4	0	54	4	2	88	8	2

**Total: 104**

**Park Activities**

Options	Open House #1			Online Survey			Total		
	Y	M	N	Y	M	N	Y	M	N
Disc Golf	1	12	24	10	20	33	11	32	57
Radio-Controlled Drones	5	6	28	11	11	42	16	17	70
Dirt Bike Course	5	6	27	7	12	41	12	18	68
Off-Leash Dog Park	8	6	23	22	13	28	30	19	51
Electric Motor-Assisted Gliders	10	7	21	19	16	28	29	23	49
Biking - Paved	12	9	15	24	25	14	36	34	29
Fitness	14	9	14	24	25	14	38	34	28
Hand-Launched Gliders	14	14	10	29	18	16	43	32	26
Group Exercise	15	10	12	18	28	16	33	38	28
Orienteering/Geocaching	18	14	5	23	21	15	41	35	20
Water Activities (slough side only)	18	10	10	26	20	17	44	30	27
Nature Play	21	12	2	39	17	5	60	29	7
Biking - Unpaved	29	6	3	28	22	11	57	28	14
Kite Flying	30	4	2	51	8	3	81	12	5
Photography	33	2	2	57	5	1	90	7	3
On-Leash Dog walking	33	4	1	56	5	3	89	9	4
Bird Watching	37	1	0	53	7	1	90	8	1
Walking/Hiking/Jogging	39	0	0	63	0	0	102	0	0

**Total: 104**

**Park Services/Programs**

Options	Open House #1			Online Survey			Total		
	Y	M	N	Y	M	N	Y	M	N
Private Events	7	10	18	13	16	33	20	26	51
Bike Repair Station	7	11	19	8	26	28	15	37	47
Material Distribution Center	8	11	17	4	20	37	12	31	54
Concessions/Rentals	9	6	23	7	15	40	16	21	63
Nature/Summer Camp	11	20	4	17	31	14	28	51	18

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Public Events	17	15	6	13	16	33	30	31	39
Docent-Led Tours	20	13	4	26	20	14	46	33	18
Classes/Education Programs	24	9	3	18	29	13	42	38	16
Ranger Service	27	5	5	29	24	8	56	29	13

**Total: 103**

**Options for Revenue Generating Activities**

Options	Open House #1			Online Survey			Total		
	Y	M	N	Y	M	N	Y	M	N
Parking/Entrance Fee	5	9	25	7	17	38	12	26	63
Concessions (food, equipment rentals)	10	6	21	13	12	36	23	18	57
Reservation-Based Picnic Areas	10	11	17	18	15	28	28	26	45
Naming Rights	18	8	12	25	20	16	43	28	28
Solar Generation/Net Zero	23	5	7	34	17	12	57	22	19
Donations/On-Site Recognition	24	11	3	33	20	9	57	31	12
Methane Capture	32	5	1	35	19	7	67	24	8

**Total: 103**

**How do you define "Passive Recreation?"**

Options	Open House #1	Online Survey	Total
Option 1	0	2	2
Option 5	3	12	15
Option 4	6	11	17
Option 2	9	17	26
Option 3	13	23	36

**Total: 104**

**Inspiration Boards - Comments**

Location on Map	Public Comment	Reaction to Comment
Park Amenities	Seating/viewing areas	★
	Public art	★
	Dog pick up bag dispensers	★★★
	Drinking fountain/station	★
	Others?	Maintain restrooms, trash receptacles (yes! ★), Partner with local schools for

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		art, place around park ex. Stones painted on can be used for a wall or other (good idea), all of them except art educational signage
Park Character/Mood	Others?	keep bedwell natural except for paved parking (yes! Yes! Yes!)
		keep it open space/natural, habitat, passive use- open views (yes!)
		boating access!
		2 paths - 1 for biking, 1 walking
		no more buildings
		keep it natural or secluded
		invite artists to create throughout the park (short term art installations
		disagree. Classes ok
		quiet Extremely important
Park activities	Walking/hiking/jogging	yes, yes, yes!, don't care
	Biking - paved	no, no, no!
	Biking - unpaved	yes please! On outer perimeter track only, don't care
	Dirt-bike course	no! no! absolutely not!
	Kite flying	don't care, yes, yes, yes
	Bird watching	yes :) yes!
	On-leash dog walking	yes! Sure!
	Off leash dog park	no!
	Photography	yes! Sure!
	Others?	dirt bike course sounds good - need separation between bikes and walkers - there have been incidents
		no - keep bikes on existing trails
		yes on-leash dogs
		off-leash dog area with signage directing people to use leashes in the rest of the park & why (wildlife) (yes! No off leash)
		no dog park! Yes dog park! Yes dog park!
		allow mountain biking throughout! We can peacefully coexist
	Hand-launched model gliders	no! yes!
	Motor-assisted plane	no! yes!!! Yes yes
	Radio-controlled drones	no no yes no yes, we come here to see birds not drones

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	Disc golf	no no yes, yes for my dad
	Fitness	no no
	Orienteering/geocaching	no no yes yes
	Water activities	no no yes yes no
	Group exercise	meh, don't care
	Nature play	yes! Meh, don't care
	Others?	yes, a place to put s.m. paddleboards and kayaks, yes, disrupts shore birds, yes sup/kayak non-motorized
		sailing
		yes w/ low income pricing and community resident discount
		fitness pan canoe
		would it be possible to designate hours or a day per week of month for drones/aircraft? (no drones, rc airplanes or gliders)
		fishing pier (ban regulations?)
Park services/programs	Ranger service	definitely! Yes please! Meh, don't care
	Class/education programs	yes! Yes ✓
	Docent-led tours	yes! Yes ✓✓✓✓
	Public events	NO no no no, I will have to go, so no
	Private events	no no no maybe, if they pay for maint of the park, no, leaves marks, residue, chain leg hacks, etc, no
	Concessions/rentals	no yes no yes yes
	Material distribution center	no no no no
	Bike repair	no no, bike repair station
	Others?	concessions w/ locally run vendor - rotate every 6 months with a new vendor
		permit food trucks during weekdays (?) what would problems be? Increase trash food garbage
Options for revenue generating activities	Parking entrance fee	perhaps/no - low income people can't afford no, agree no
	Concessions (food, rentals)	no no no, yes yes yes
	Donations/on site recognition	possibly - need more info
	Naming rights	!! It's been named - Bedwell Bayfront Park
	Private/corporate events	no no no, no - keep open access to quiet

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		contemplation!!
	Reservation-based picnic areas	too formal? No, this would be okay in "quarry" area
	Methane capture	yes yes yes!
	Energy generation/net zero	yes please yes
	Others?	annual parking pass - designated parking area
		food concession/sn
		put solar panels on building and city roofs
		no corporate events that limit access.

**Flip Chart Notes**

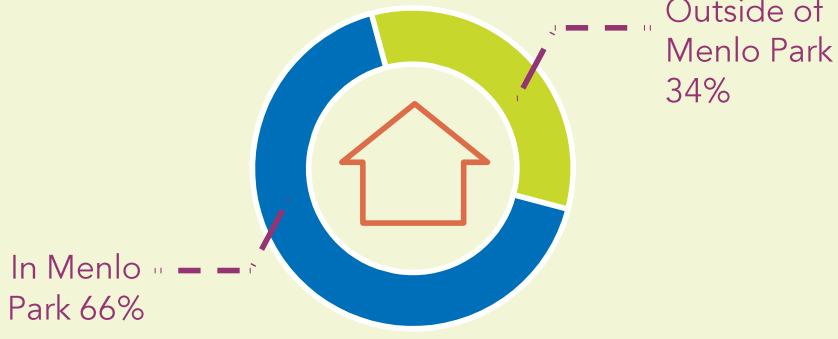
Public Comment	Reaction to Comment
Mobile interpretive center	
Cell phone app for educational purposes instead of physical building.	
Very concerned about the encroachment of ANY form of active recreation	
increase passive recreation and educational opportunities	I agree with above, also agree, I agree!

-END-

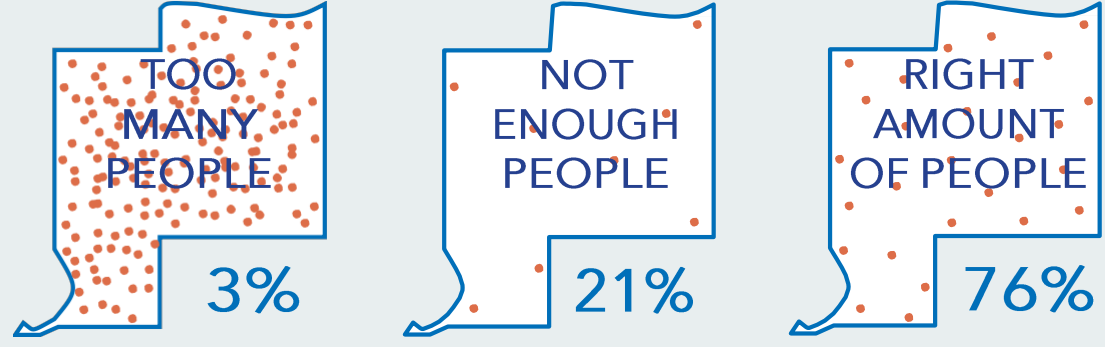
# RESULTS ARE IN

**Main Take-Away:** Based on the input below, there is support for the park plan to explore additional activities and amenities.

## where do you live?



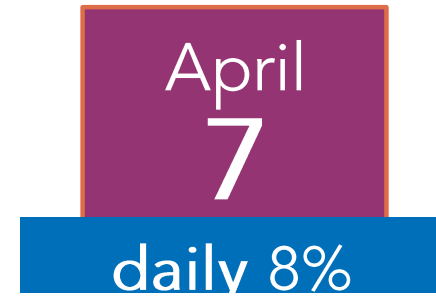
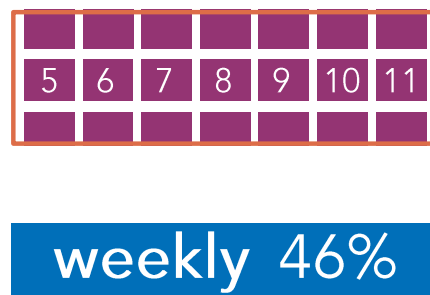
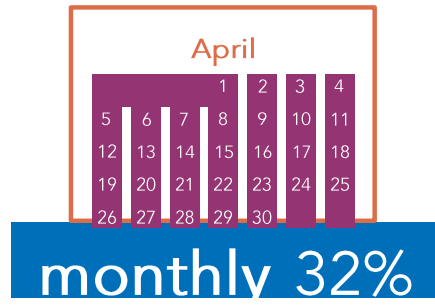
## how would you describe the park?



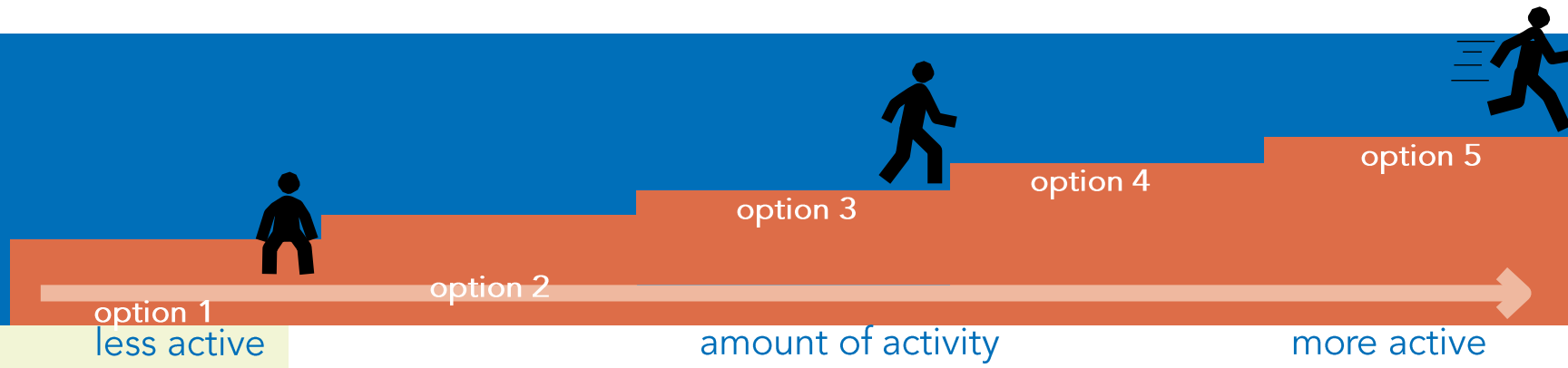
who participated?

39 OPEN HOUSE  
70 ONLINE SURVEY

## how often do you visit the park?



## HOW DO YOU DEFINE PASSIVE RECREATION?

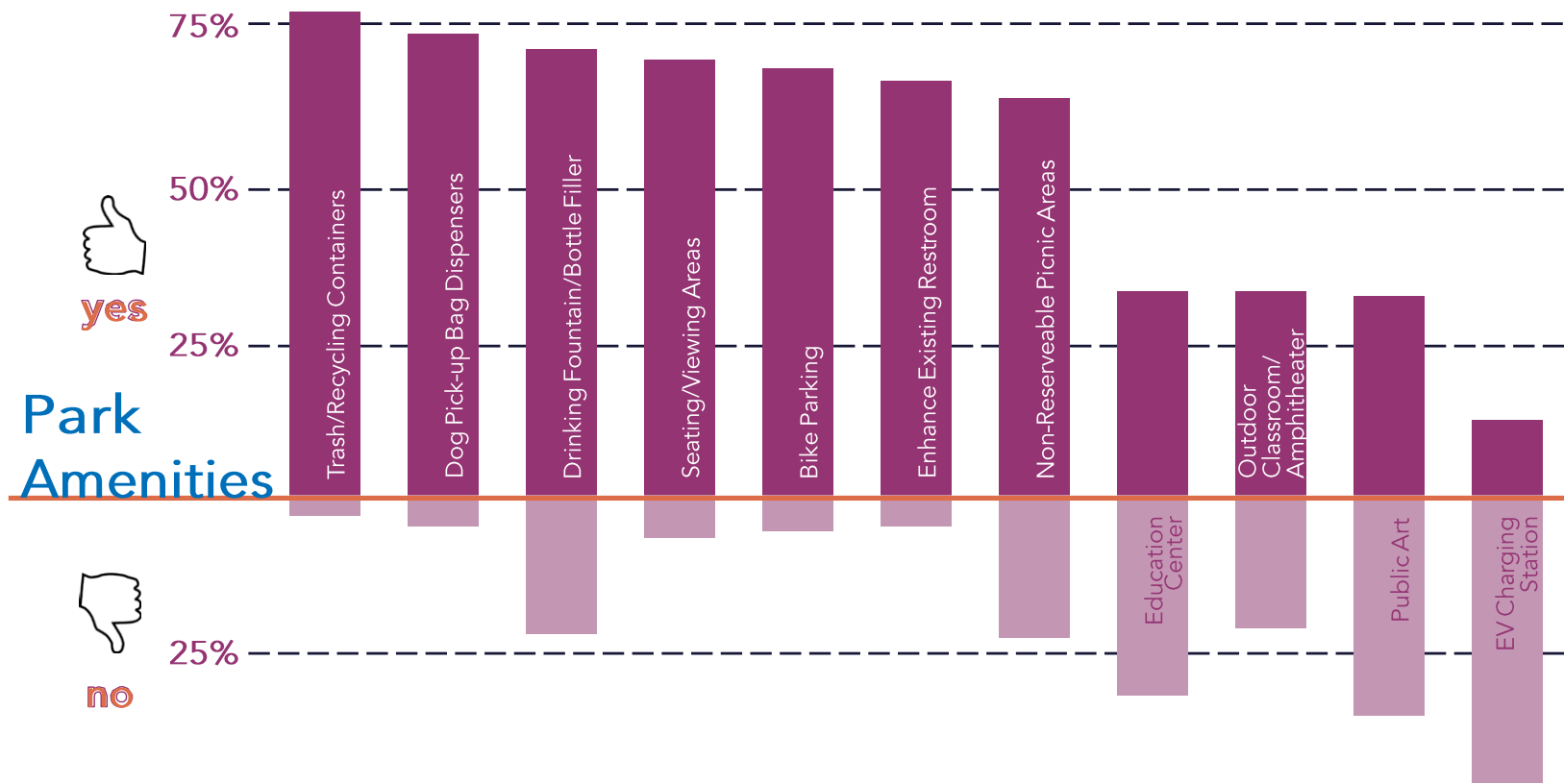
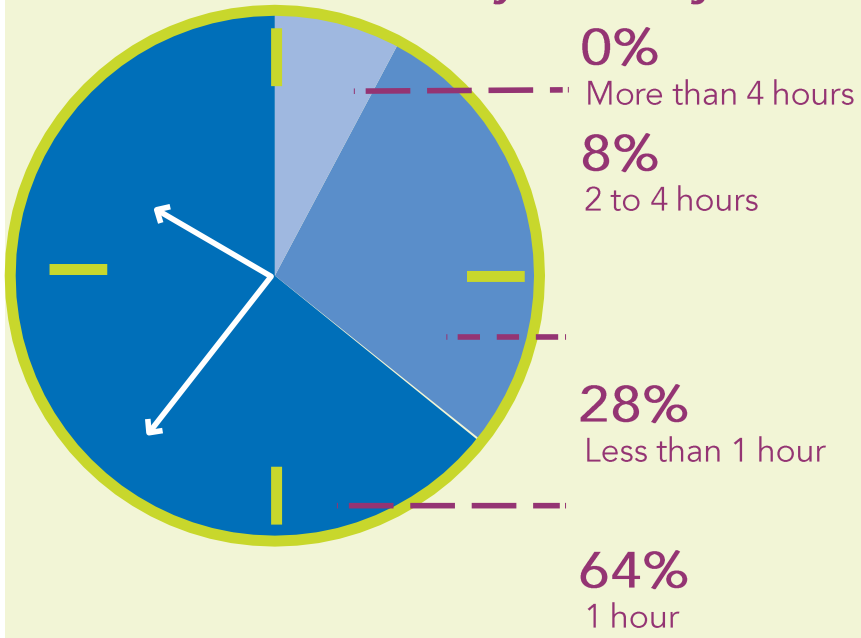


option 4 + option 5 = 32%

option 1 + option 2 = 30%

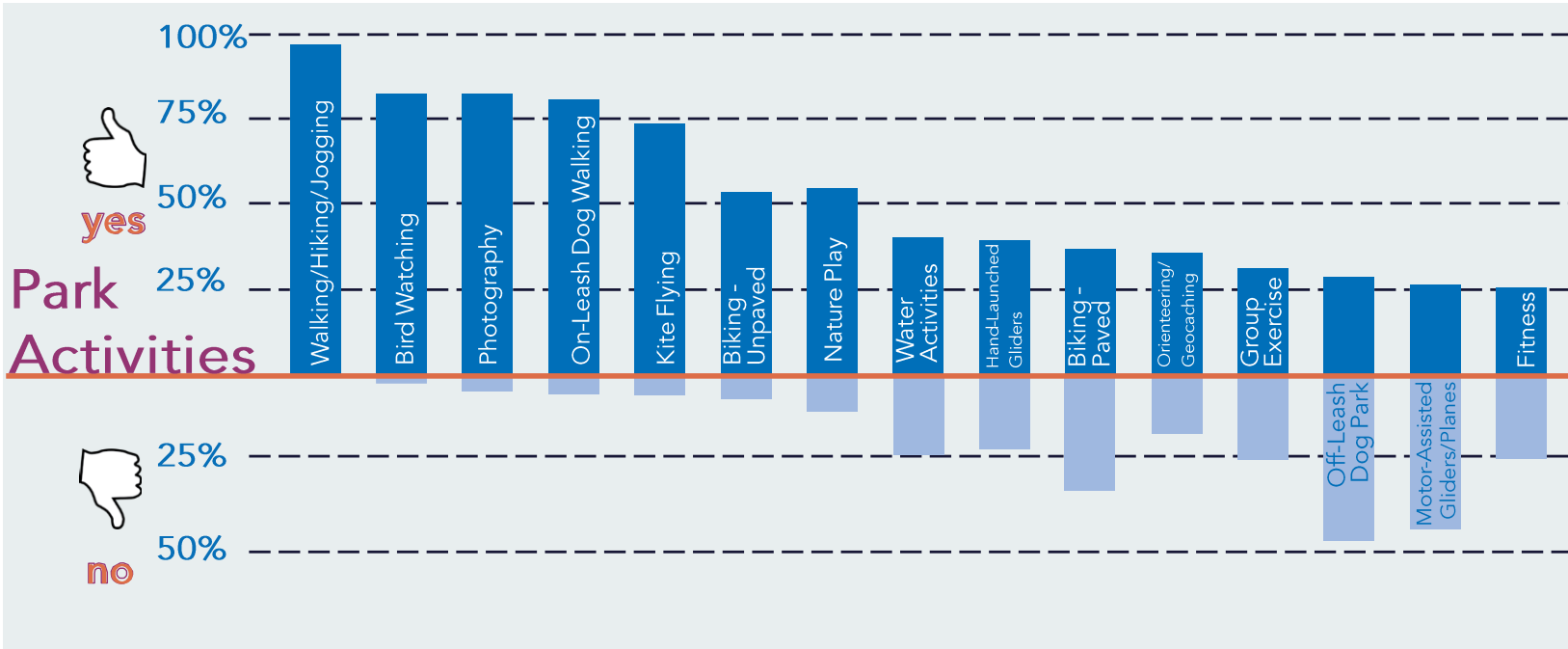
more participants are in favor of more active activities

## When you visit the park, how often do you stay?



GOAL 6 Sustainable funding

## Is there anything you definitely do not want to see at the park?



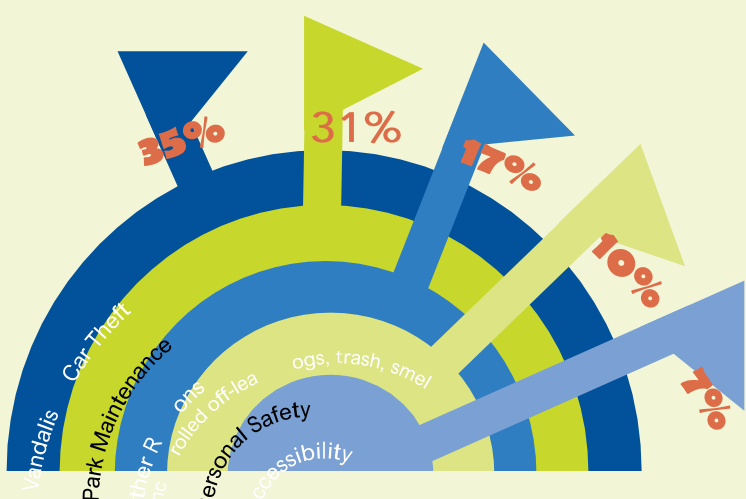
GOALS AND OBJECTIVES

GOAL 1 Inclusive outreach process

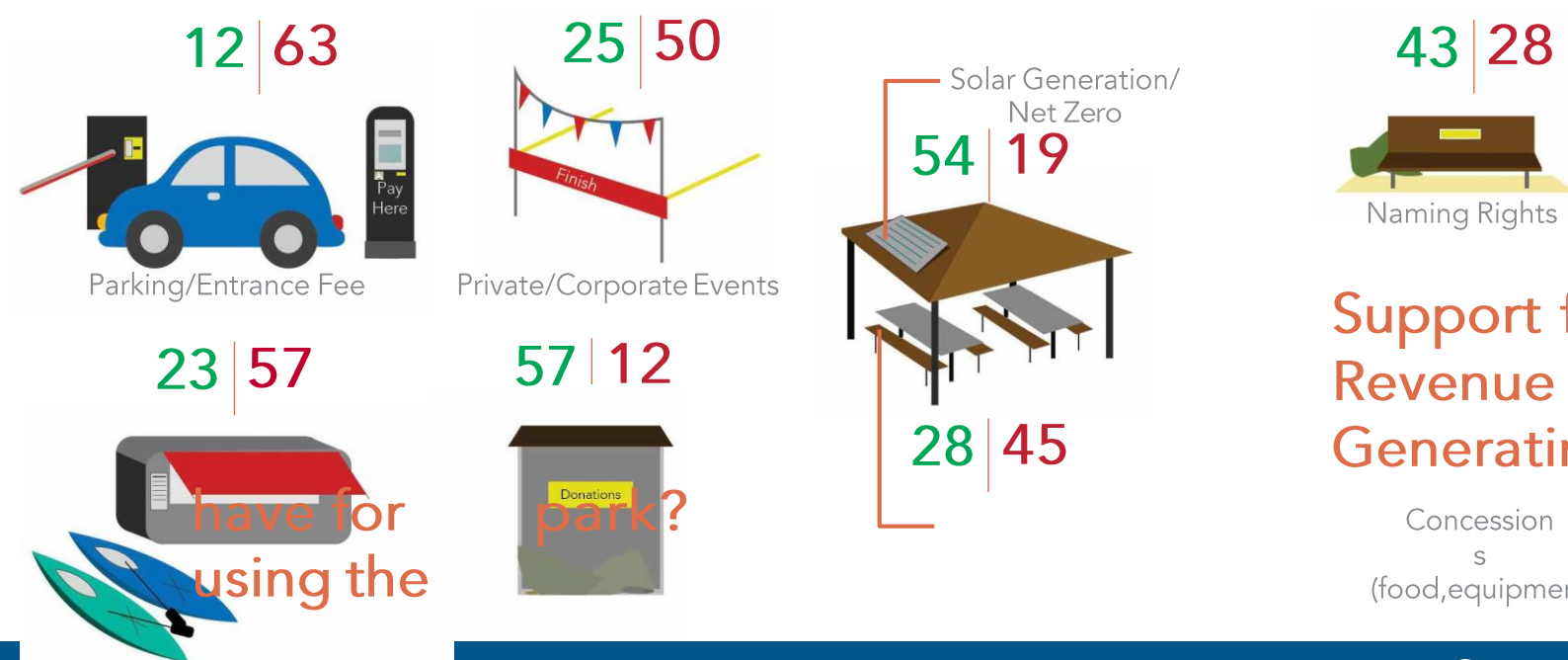
GOAL 4 Protect habitat and landfill

GOAL 3 Increase park opportunities

GOAL 5 Radio controlled aircraft research



## what concerns do you



Support for Revenue Generating

Concessions (food, equipment)





# Bedwell Bayfront Park



## **Combined Open House #2/Open House #3/Online Survey Input Summary**

### **Bedwell Bayfront Park Master Plan**

September 15, 2017

### **Responses**

Open House #2 total returned packets: 56

Open House #3 total returned packets: 19

Total Online Survey responses: 151

Total Spanish responses: 4

Potential duplicate responses: 16

Total responses: 226

### **User Survey**

Question #1: How old are you?

<i>Options</i>	<i>Open House #2</i>	<i>Open House #3</i>	<i>Online Survey</i>	<i>Total</i>
Under 16	0	0	0	0
16 to 20	0	0	2	2
21 to 30	1	1	14	16
31 to 55	19	8	64	91
55+	35	10	65	110

**Total: 219**

Question #2: Where do you live?

<i>Options</i>	<i>Open House #2</i>	<i>Open House #3</i>	<i>Online Survey</i>	<i>Total</i>
None of the above	8	1	19	28
In Redwood City or East Palo Alto	14	4	19	37
East of Highway 101, in Menlo Park	7	11	21	39
West of Highway 101, in Menlo Park	2	2	86	113

**Total: 217**

Question #3: How far is your home from the park?

<i>Options</i>	<i>Open House #2</i>	<i>Open House #3</i>	<i>Online Survey</i>	<i>Total</i>
More than 10 miles	1	0	9	10
5 to 10 miles	14	7	6	27
1 mile	8	8	33	49

**BURLINGAME**  
1633 Bayshore Highway, Suite 133  
Burlingame, CA 94010  
T 650.375.1313  
F 650.344.3290

**SAN JOSE**  
300 South First Street, Suite 232  
San Jose, CA 95113  
T 408.275.0565  
F 408.275.8047

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**Written, On-Line and Other Survey Responses**

**Bedwell Bayfront Park Master Plan**

September 15, 2017

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2 to 5 miles	32	9	97	138
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**Total: 224**

Question #4: How often do you visit the park?

<i>Options</i>	<i>Open House #2</i>	<i>Open House #3</i>	<i>Online Survey</i>	<i>Total</i>
Rarely/Never	2	0	12	14
Yearly	12	4	29	45
Daily	13	2	9	24
Monthly	12	5	46	63
Weekly	24	7	49	80

**Total: 226**

Question #5: When you visit the park, how long do you stay?

<i>Options</i>	<i>Open House #2</i>	<i>Open House #3</i>	<i>Online Survey</i>	<i>Total</i>
More than 4 hours	0	0	0	0
Less than 1 hour	4	0	18	22
2 to 4 hours	8	6	46	60
1 hour	26	11	81	118

**Total: 200**

Evaluate the Program Statement that we have developed and let us know how much you support each part.

<i>Statement</i>	<i>Open House #2</i>			<i>Open House #3</i>			<i>Online Survey</i>			<i>Total</i>		
	Y	M	N	Y	M	N	Y	M	N	Y	M	N
Statement 1 - Respect	13	2	0	48	3	1	110	12	9	171	17	10
Statement 2 - Acknowledge	11	5	2	34	10	8	88	32	11	133	47	21
Statement 3 - Support	13	2	2	24	15	12	69	33	29	106	50	43
Statement 4 - Address	15	2	0	40	11	2	99	23	9	154	36	11
Statement 5 - Provide	12	5	1	31	13	7	74	36	21	117	54	29
Statement 6 - Future	11	5	1	33	13	4	76	36	19	120	54	24
Statement 7 - Funding	5	7	6	28	8	15	49	46	36	82	61	57

**Written, On-Line and Other Survey Responses**

**Bedwell Bayfront Park Master Plan**

September 15, 2017

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**Comments**

support through taxes not money generating activities; park not really suitable for picnics, parties etc - there is Flood Park and others in City for that; ranger needed - or better patrol of off lead dogs
asphalt paths need maintenance, spirit path is not kept up, major puddles 4 months a year need to be filled, this is a dog poop park worst in the area, dogs off leads the majority of the time, need ranger
next generation: best if provide outdoor/nature experiences only - no picnics, playgrounds, etc.; small amphitheater in trees ok
community garden - perhaps with addition of organic practices
I support the focus on next generation education in strategic
leave the park as it is, maintenance and tactful improvements (benches etc.) but don't turn it into PA Baylands
my overall preference is to keep the park as it is, with only necessary modifications
find funds without creating mechanisms in the park "???" city bite the bullet and fund it
let's not add more to this quiet escape! No drones, playgrounds, fitness equip (go to downtown manicured parks)
consider separate issue from shoreline issue, should have a simple parks master plan for all Menlo Park, not a separate one that takes Bedwell in isolation
Menlo Park residents need a master plan for all it's parks
Support model gliders as there are no other locations to do this
I would like to see Bedwell Park remain. First of all an open space, wild, natural where nature is the main attraction. People like it because it has a wild feel about it. Hopefully apart from trail improvements and more trash bins, nothing much

Written, On-Line and Other Survey Responses

Bedwell Bayfront Park Master Plan

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needs to be done. It's a great place to meditate and enjoy nature and relax. Do not turn it into a "city" park. Thanks
Statement 7: In way that is aligned with promoting nature, stillness and reflection
Identify key values perhaps 1) native preservation = light of environment/population changes, 2/ enhance user experience of "the place", 3) family focused, more kids accessible areas/play zone, 4) beyond food r ???, a spiritual retreat for native meditation, yoga etc.
City should support like it does all other city parks, stafford park 7.0 mi, stuesaftt park 10.6 mi
trails need to be fixed/winter time paths are full of water, more police patrols because cars are broken into, restrooms need to add on some trails
mas cuidado con los perros y la popo, necesitamos un bano mas y felicidades en el nuevo proyecto (being more mindful of dog poop, an additional bathroom, congratulations on the new project)
maybe a donation box; request volunteer maintenance groups
Statement 5: not sure what this means, they will be stuvairs what we leave - create
would not use if there was a charge to the park
please do not allow tractor trailers; at night when there's no surveillance people dump garbage and furniture; more police patrol - especially at night
I am more than glad and feel fortunate by having this park close to my home, and that it was left as passive recreational place and "not" turned into a "golf park". For only a small group of people that might not leave in the area.
poner un bano o dos por el parque (put 1 or 2 bathrooms in the park)
poner other bano 1 o 2 en diferented lugarer del parque (put another bathroom 1

**Written, On-Line and Other Survey Responses**

**Bedwell Bayfront Park Master Plan**

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or 2 in different parts of the park)
leave it alone & bring back burrowing owls
use existing soil mixed with risen binder
the park should be funded by the general fund, as are other parks; maintain what's here. Don't make this a bust, noisy urban park - it is our only urban open space.
no cobrar la entrada al parque y poner mas banos en el parque...levantar popo de los perros (do not charge to enter the park, more bathrooms, pick up after your dog)

Please tell us which concept plan you prefer.

	<i>Open House #2</i>	<i>Open House #3</i>	<i>Online Survey</i>	<i>Total</i>
A	21	4	63	88
B	17	3	50	70
Neither	10	11	38	59

42%      slight preference for A  
 32%      ¼ “do nothing”  
 27%

**Total: 217**

How can the concept be improved? Please evaluate the list of attributes below and let us know if you would like to keep it as shown, remove it, or keep it but with modifications.

<i>Alternative</i>	<i>Open House #2</i>			<i>Open House #3</i>			<i>Online Survey</i>			<i>Total</i>		
	keep	remove	modify	k	r	m	k	r	m	k	r	m
Restroom	6	1	4	38	2	5	107	1	5	151	4	14
Orienteering/Geocaching	4	3	3	29	8	4	77	23	13	110	34	20
Great Spirit Path	5	2	3	37	8	3	92	14	7	134	24	13
Bay Trail	5	0	3	38	3	5	69	27	17	112	30	25
Accessible paths	7	1	3	36	4	4	76	18	19	119	23	26

**Written, On-Line and Other Survey Responses**

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Accessible summit	6	3	3	34	9	1	84	16	13	124	28	17
Path/trail surfacing	8	1	2	32	4	7	65	23	25	105	28	34
Trees to screen sewage facility	8	0	3	35	7	2	96	8	9	139	15	14
Habitat restoration	11	1	0	36	3	3	98	7	8	145	11	11
Picnic tables	8	3	2	23	15	17	68	24	21	99	42	40
Fitness course	4	7	1	20	21	1	56	48	9	80	76	11
Educational trail loops	5	3	2	27	12	2	84	18	11	116	33	15
Amphitheater/group seating	2	7	4	16	24	6	49	46	18	67	77	28
Play Area	2	8	2	14	22	8	72	30	11	88	60	21
Off-leash dog-park	5	8	1	12	27	6	50	50	13	67	85	20
Model glider	5	4	3	22	17	3	48	58	17	75	79	13
Boat launch	3	8	2	22	23	2	63	41	9	88	72	13
Building	3	6	2	16	16	7	59	36	18	78	58	27
Parking, paved	6	2	2	31	10	1	74	30	9	111	42	12
Parking, gravel	4	4	3	38	5	2	87	11	15	129	20	20
Parking, undesignated	4	4	2	29	7	4	80	20	13	113	31	19

**Total: 169**

<b>Comments</b>
too developed; improve existing, path needs to be improved so can use in winter; trees if have \$
lower cost to not need fees; improve, get rid of puddles
reinstate great spirit path; restroom building only
orienteering not wanted;
small amphitheater, make sure play area fits with rustic nature of park
prefer minimum maintenance on existing trail; keep path as is as much as possible; a few small tables with wide trees; parking as existing as far as possible
modify as little as possible; a few picnic tables; no dog park
orienteering is already here; what habitat?; just a few picnic tables

**Written, On-Line and Other Survey Responses**

**Bedwell Bayfront Park Master Plan**

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minimize summits; picnic tables should be close to parking; perimeter focused educational trail loops, no pay stations
keep path trail surfacing as natural as possible
no motorized model glider; no more parking than current; keep everything as is
keep as is
keep as is, continue to allow bikes
keep it wild, just keep park available to dogs
picnic tables would cause a lot of trash; small and not obtrusive amphitheater; a small ramp for kayaks or canoes would be ok, no motor boats
remove all parking along slough
building sponsored by an organisation that is aligned with supporting passive recreation
add upgrades; add trees for shade; add shade for sun and rain; need a sponsoring arts or theatre group; LEED certified, multi-use; for nonprofit meetings, education seminars, "pay to rent" model; do not do pay parking please
too much stuff and not enough pure open space
no tables people leave garbage behind; dogs must be on leash
don't know what this is; don't care; 9-10 is ok
not sure
please consider at least an emergency response boat launch/water access. Menlo park fire has response to water emergencies on the bay for the safety of the public. Thank you.



**Written, On-Line and Other Survey Responses**

**Bedwell Bayfront Park Master Plan**

September 15, 2017

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maintain high degree of informal parking; more
less asphalt, path B; don't take away parking; add large amphitheater; add destination play
charge the parking (problem: people park here & then go to work/ride sharing); please no charge to people who just come for a walk
model glider allowed

**Additional pasteboard comments**

Shaded vista areas, conducive reflection (a destination to walk to and then linger)
people feed skunks, feral cats, is problematic
2nd restroom on east side would be good - people relieving themselves because it's too far to walk back to parking lot
a lot of people do not pick up after their dogs
should build soccer fields, could put 16 or so out by the burrowing owls habitat, fewer trails, less pavement
less development
for walkers
no buildings, no dog park, keep as natural open space, no admission fee, keep open to people of all incomes
bicycles - create a route that's marked if pedestrians and cyclists share then cyclist need to give alert and slow down
bicycles will change the character of this park to the detriment of this open space. Bike elsewhere - there are many other places to bike!
keep the bike's access
no entrance fee or parking fee
like that bedwell is different - don't need every amenity
plant more trees and create shaded areas
not much vehicle access in park
slope restoration signs to keep new footprints from being formed
keep native
better traffic mgmt
water bottle fountain
minimize paved trails
it seems like the proposed, unnecessary changes, are mostly designed to justify the city staff's jobs rather than support the broad environmental needs to preserve habitat and the environment. The proposals just duplicate what is available in other MP city parks.
love the notion to expand and deepen user's experiences while respecting the land and account for surrounding changes (ps disagree with comments above)
emphasize local fauna and flora; maintain natural beauty for nature walks, education children, no softball, badminton, etc. yes to picnic tables & benches, passive activities only, no fee!
no drones

**Written, On-Line and Other Survey Responses**

**Bedwell Bayfront Park Master Plan**

September 15, 2017

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love the park as is. Children need to appreciate nature and parks as it without forcing activities. I see families enjoying the park and exercise together.
this is the only quiet natural open space we have. Keep as is. (yes!)
this park has least amount of shade and picnic/break areas
park is lovely as is, hot paths need maintenance
leave as is. City pay for maintenance as it does its other parks
parking: need easy parking, turn around areas, parking safety concern- cars getting broken into, unobstructed views, shoulder parking needed...

-END-

### UNMANNED AIRCRAFT SYSTEM (UAS) ASSESSMENT

#### Overview

On August 23, 2016, the Menlo Park City Council approved Section 8.28.130.5 to prohibit all model aircraft in the City's parks, including Bedwell Bayfront Park. The ordinance prohibits *"motor-driven vehicles or models, including drones and unmanned aircraft systems, except in designated areas, and except for the use of drones by public safety personnel for emergency operations"*. No areas in any of the City's parks are currently approved for model aircraft use under the exception clause of this ordinance; however, it was stated by the City Council that the master plan process for Bedwell Bayfront Park would allow an opportunity to consider establishing a designated area for model aircraft. Factors to be considered include: the comfort and safety of park visitors, risk to wildlife in the park and the surrounding wildlife refuge area, risk to manned aircraft due to the park's proximity to the Palo Alto and San Carlos airports, permit requirement, establishment of rules for model aircraft operation, and feasibility of rules enforcement.

#### Background

Model aircrafts come in all types and sizes, from the tiniest indoor free-flight hand thrown glider models to ¼-scale aircraft powered by 2-cycle internal combustion engines. Typical radio-controlled (RC) model aircraft range from unpowered gliders and electric motor assisted gliders to motor/propeller driven airplanes and helicopters. Within a 36-mile radius of Menlo Park there are currently 8 privately owned model aircraft flying fields associated with the Academy of Model Aeronautics (AMA) chartered clubs and 6 public parks or schoolyards (some associated with chartered AMA clubs) where some types of model aircraft flying are permitted. The AMA is a non-profit organization that promotes model aviation as a recognized sport and recreational activity. The public parks that specifically allow and regulate some types of model aircraft include Rancho San Antonio Open Space Preserve in Santa Clara County, Windy Hill Open Space Preserve in Portola Valley, Coyote Hills Park in Newark and Mission Peak Regional Park in Fremont.

#### Usage History

Hobbyists began flying model gliders at Bedwell Bayfront Park as early as 1986, shortly after the park was opened and before trees matured. The breeze that sets up consistently in the afternoons from early Spring through late Fall is forced into updrafts in front of the various small hills in the park. Flying gliders on these updrafts is called "slope gliding". Motor-driven model aircraft and gliders that use thermals to stay aloft have mostly been flown at the large meadow area. Most of the model aircraft hobbyists flying motor driven models tended to station themselves at the southern edge of the central meadow. Hand-launched gliders and motor assisted gliders, as well as a few gliders launched by "hi-start" (stretched rubber tubing and string serving as a glider slingshot) were mostly flown from the northern edge of the

meadow. This is because the prevailing breeze generally blows from north to south and gliders naturally follow the breeze to keep up with passing thermals.

### **Public Outreach Input**

For purposes of discussion and comparison at the community meetings for the Bedwell Bayfront Park master planning process, UAS were divided into three categories: hand-launched model gliders, motor-driven model gliders, and drones. The three differ in their range, potential for noise generation, flight pattern potential, and required pilot operating input. The public input results showed some community support for hand-launched model gliders, with a majority of respondents against motor-driven model gliders and drones. The findings below therefore are focused only on the potential for hand-launched model gliders to be flown at Bedwell Bayfront Park. Potential use restrictions were not shared nor discussed with the public.

### **Findings**

General glider use as it relates specifically to Bedwell Bayfront Park include:

- The range a glider can go is dependent on the capabilities of the pilot, the glider design, and the weather.
- The meadow is a good flying area because it is large and open, it does not have any paths that cross through it, and it is large enough to define a flying zone. At the launch of a glider, it takes seconds for the glider to reach 100-feet in elevation, which is significant in providing a vertical clearance zone or buffer between gliders in flight and park users below. By keeping the gliders in the meadow, they are visible, and the pilot can land the plane if a pedestrian is spotted around the area of the meadow.
- Landings are often the slowest part of the flight, while the launch is the quickest. Thermal climbs are faster, and the glider can reach a speed of about 15mph. The control of the glider is dependent on the pilot, but control of the glider is not impacted by the size of the plane.
- In the past, a park ranger informed glider users to stay out of the middle of the meadow to limit the amount of foot traffic through the middle that might disrupt local wildlife. Glider pilots can launch from the north edge and can control the glider landing location, without having to walk into the meadow's interior.
- Gliders flown over nesting birds can result in abandoned nests. Gliders should not be allowed to fly over the adjacent wildlife refuge.

### **Potential Use Restrictions**

To minimize potential conflicts with wildlife and other park users, glider use at Bedwell Bayfront Park, if allowed, should have use restrictions that could include:

- Hand-launched model gliders only are allowed. Motor-propelled model gliders, multi-copters, helicopters, and ‘drones’ are prohibited.
- Glider use should be allowed at the park only if accompanied by a park ranger, who can enforce the use restrictions.
- Prior to allowing glider use, a qualified ornithologist should conduct a nesting bird survey of the large meadow area and areas within 100-feet of the meadow to document the baseline condition. A follow-up comparison survey should be conducted in the first year of glider use. If any birds nesting in the immediate vicinity are observed being significantly disturbed by glider activity, then the glider activity should be curtailed. If no such effects are observed, no further mitigation would be needed.
- Glider flying over the adjacent San Francisco Bay Don Edwards National Wildlife Refuge is prohibited.
- Gliders shall be flown line of sight and restricted to the confines of the large meadow area. Gliders should not be allowed to fly over other areas of the park.
- Gliders shall be limited in weight and size (ie. 16 ounces in weight and 6 feet in wingspan).
- The number of gliders allowed to be flown at any single moment should be restricted (ie. 5 gliders maximum).
- Pilots shall maintain a 100 foot buffer between their gliders and other park users.
- Pilots should be members of AMA, follow AMA flight rules and safety code, and have recommended liability insurance coverage. Requiring a permit to fly would be a means to ensure membership and coverage requirements have been met.

# Draft Park Plan

Attachment E



- |  |   |  |                   |  |                      |  |                      |
|--|---|--|-------------------|--|----------------------|--|----------------------|
|  | Nature Play                                   |  | RANGER Y/FUCE     |  | Parking, Paved       |  | Dog Dispenser        |
|  | Kayak Launch                                  |  | Summit View Point |  | Parking, Gravel      |  | Bike Racks Drinking  |
|  | Habitat Restoration/<br>Stormwater Management |  | Picnic Table      |  | Interpretive Signage |  | Fountain             |
|  |   |  | Fitness Station   |  | Information Kiosk    |  | Trash/Recycling Bins |
|  |   |  | Seating           |  |                      |  | Restroom             |



# Park Plan Image Board

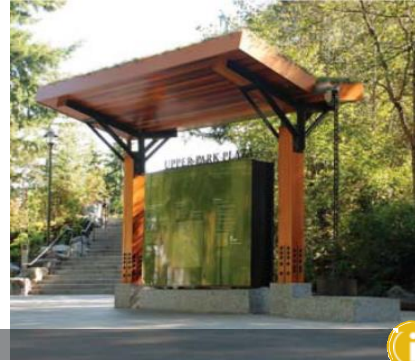


## Park Amenities

### Information Kiosk



Kiosk



### WAYFINDING



Directional Signage



Informational Signage



### Interpretive Signage



Interpretive



## Surfacing Materials



Existing Gravel Trail



Asphalt Trail



Gravel Parking Areas



Natural-Looking Treated Trail Pavement

## Park Entrance



Automatic Access Control



Park Sign



Turn-Around



# Park Plan Image Board

## Park Amenities

### Seating



Durable Seating Options



Single/Small Group Picnicking



Summit View Point



Ranger Office/Restroom



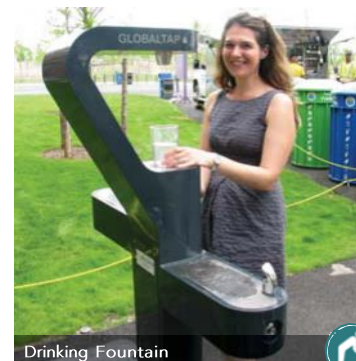
Bike Rack



Trash/Recycling Containers



Great Spirit Path Renovation (\*OULDERYINY4REATYOAVEMENT)



Drinking Fountain



Stairway



# Park Plan Image Board



## Restoration

### Restoration



Native Plantings/Stormwater



## Recreation

### Park Activities



Nature Play



Kayak Launch



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## STAFF REPORT

### City Council

Meeting Date: 10/17/2017

Staff Report Number: 17-248-CC

Informational Item: Update on bus shelter installation in Belle Haven

### Recommendation

This is an informational item and does not require Council action. This report is the same as that transmitted to the Council on October 10, 2017, but with some clarifying information in response to public comment received on October 10.

### Policy Issues

As part of the City Council Work Plan for 2017 (Item No. 67), staff is pursuing installation of new bus shelters in the Belle Haven neighborhood of Menlo Park. The Circulation Element of the General Plan includes policies that support and encourage the use of public transit. The installation of bus shelters would support these policies.

### Background

Bus shelters are an amenity provided at major transit stops, providing cover from sun or weather, seating and information about the transit system. Typically, bus shelter and transit stop amenities such as benches, trash cans, maps, and signs are provided by the transit agency that provides the service. Within Menlo Park, public transit service is provided by SamTrans and Alameda County (AC) Transit, which operates the Dumbarton Express bus service.

In 2006, SamTrans, through its contract with Outfront Media, initiated a program to replace existing bus shelters throughout the County with a new design. Outfront Media currently replaces and maintains shelters at no-cost to SamTrans or local agencies by allowing advertisements to be posted within the shelter. The revenue generated by advertisements fully covers the capital cost of installation as well as ongoing maintenance for the shelter.

SamTrans' bus shelter policy states that shelters are considered for installation based on the following criteria:

- Stops serving more than 200 passengers each day
- 75 percent of shelters shall be located in census tracts on routes associated with urbanized areas
- Distribution of shelters county-wide should match the distribution of minority census tracts
- Locations for shelters with advertisements are chosen by the vendor based on the visibility and traffic

### Analysis

On March 15, October 25, and December 6, 2016, staff provided updates to the Council on the status of bus shelter installation. The December 6, 2016 update outlined potential locations for bus shelter installation, including Market Place Park, Onetta Harris Community Center that serve SamTrans routes. City

crews completed site preparation work at Market Place Park in December 2016 and January 2017 to ready the site for installation. Ordering, production and delivery of the bus shelter took several months, and the shelter at Market Place was installed on July 22, 2017.

Staff also ordered two additional shelters in mid-July 2017 directly from the same vendor that supplies the SamTrans shelters, Tolar Manufacturing. As noted in previous staff reports, ordering, production and delivery of the shelter typically takes 3 to 4 months. Staff was originally preparing for delivery at the 3-month mark in mid-October, based on Tolar's best estimate for actual delivery date at the time the shelters were ordered. Staff recently checked with the manufacturer to ensure site preparation work was completed on time, and the estimated delivery date is now closer to the 4-month range, with delivery in late November 2017. This longer lead time is due to the manufacturing taking longer than expected. The current estimated delivery timeline represents an approximate 6-week delay from staff's original anticipated installation timeline and 2-week delay from the range of Tolar's original estimate. Staff is continuing to emphasize to Tolar the importance of the shelter installation to install them prior to the winter rainy season approaching, and will continue to work with Tolar to expedite the delivery timeline as much as possible.

During the last few weeks, City staff has also worked to find an improved bus shelter installation location that would minimize the relocation of parking and impacts to the drop off area at the Belle Haven Pool. The previous and current proposed locations are shown in Attachment A. The Onetta Harris Community Center is the beginning of the SamTrans Route 281, and as such, the buses often enter the OHCC parking area, turn around and queue on Terminal Avenue facing Del Norte Street near Beechwood School while drivers take a short break between runs. The prior proposed bus shelter location would have placed the shelter in front of the Pool, and bus riders waiting at the shelter would have had to walk across the pool entrance to get on the bus when it starts the route. This is less than ideal, especially in rainy or inclement weather conditions. A best practice is to locate the shelter closer to the actual bus stop, and as such, staff has worked collaboratively with Beechwood School representatives to identify a bus shelter location closer to the current SamTrans Route 281 stop in front of Beechwood School at the intersection of Terminal Avenue and Del Norte Street. The shelter would be placed behind the existing sidewalk in order to keep required pedestrian and ADA access along the sidewalk clear. In the coming weeks, City and contractor crews will work to complete site preparation work to prepare for installation.

Staff will also continue to coordinate with AC Transit, which operates Dumbarton Express bus service on Willow Road, to determine feasibility of shelters at stops on Willow Road at Newbridge Street, Ivy Drive and/or Hamilton Avenue. Additional coordination with Caltrans may also be required depending on the specific location.

### **Public Notice**

Public Notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

### **Attachments**

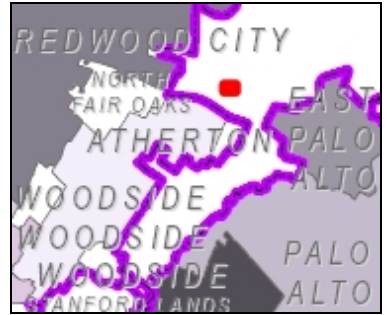
A. Proposed Bus Shelter Location

Report prepared by:  
Nicole H. Nagaya, Assistant Public Works Director





# Proposed Bus Shelter Location



- Legend**
- Public Facilities
  - School Names
  - Parks
  - SF Bay and Wetlands
  - Creek Names
  - Street Names Large Scale
  - Sphere Of Influence
  - City Limits
  - Pedestrian Overcrossing
  - Railroad
  - Bridge Culvert
  - Streets
    - Major Streets
    - Paper
    - Private Street
  - Parking Plazas
  - Golf Course
    - Parking
    - Path
    - Driving Range
    - Fairway
    - Green
    - Sand Trap
    - Tee
    - Building
    - Tennis Court
    - Water
    - Golf Course
  - Travel Ways
    - Road
    - Landscape
    - Median
    - Private
    - Railroad
    - Paper
  - Parks
  - Schools
  - Public Facilities

1: 1,000

166.7 0 83.33 166.7 Feet

NAD\_1983\_StatePlane\_California\_III\_FIPS\_0403\_Feet  
City of Menlo Park GIS

This map is for reference purposes only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. The City of Menlo Park and its staff shall not be held responsible for errors or omissions. Please contact City staff for the most current information.

Notes



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